Student Business Partnership (SBP) 2020

The Student Business Partnership scheme places University of Exeter students into work with external organisations. SBPs last for between 4-12 weeks over the vacation and up to 23 months on a part-time basis in term time. All of these placements are paid at least minimum wage and the hours are generally flexible around your studies.

Student Campus Partnership (SCP) 2020

Our Student Campus Partnership scheme can provide you with valuable paid work experience that uses your skills, knowledge and experience. They can even count towards your Exeter Award! These internships offer a great opportunity to develop your CV with a supportive and flexible employer: the University of Exeter! Internships are available throughout the year. Typically they will be up to 15 hours per week during term time, and 36.5 hours per week during the vacation periods.

Application process for both schemes:

To apply for SBP and SCP roles, send a completed application form (downloadable from http://ex.ac.uk/bqu) to internships@exeter.ac.uk and we will forward it to the employer or University Department on your behalf. If they are interested in you they will then contact you directly and arrange an interview.

Please ensure you use the Personal Statement section to fully explain why your skills, personality and experience make you the right person for the job. Please do not apply directly to the employer as this will result in a lack of information needed for you to be part of the Student Campus Partnership scheme and may result in a loss of essential revenue for the Internships Team from employers.

Only students currently studying at the University of Exeter are able to apply for SBPs and SCPs.

Below are the projects we are currently advertising. Please check the website for any updates: click here for Student Business Partnerships or here for Student Campus Partnerships

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SCP 5226 Student Fellow (Decolonial Knowledge Production and Anti-Racist Pedagogy) x7

Location: Remote Working
Salary: £10.58 per hour
Closing Date: Thursday 3rd September 2020

Internship Scheme and Reference Number:
SCP 5226

Job Title:
INTRODUCTION
About us
The 2020-21 Education Incubator cross-disciplinary project, “Decolonial Knowledge Production and Anti-Racist Pedagogy,” involves members of Exeter Decolonising Network in an effort to exchange best practice and build cross-disciplinary solutions, while bringing greater visibility and value to decolonial work through collective practice. The Student Fellows will be based alongside staff members in the departments of Law, English and Film, History, Geography, Arab and Islamic Studies, Drama, and Politics. By creating spaces for exchanges of teaching practice and student experiences and building new relationships and agendas across Colleges between staff and students, and between the university and external organisations/experts (such as the Black South West Network), this project aims to have a wide-ranging impact across the university community and become a catalyst for wider institutional change.

JOB DESCRIPTION
Purpose of Roles
The 2020-21 Education Incubator cross-disciplinary project, “Decolonial Knowledge Production and Anti-Racist Pedagogy,” seeks to appoint 7 Student Research Fellows to participate over the 2020-21 academic year.

The Student Fellows will be working with members of Exeter Decolonising Network to exchange best practice and build cross-disciplinary solutions, while bringing greater visibility and value to decolonial work through collective practice. The seven interns will be employed on varied aspects of the Education Incubator, according to their skills and interests.

COVID-19 contingencies: Student Fellows will be working remotely at least for the initial stages of the project. All events in Term 1 will take place online, and we will be responsive to the situation as the academic year goes on.

Duties and Responsibilities include:
- Planning, curating and running student-led events on antiracism and decolonizing.
- Designing questionnaires and surveys for student focus groups and events.
- Writing blog posts and creating social media content to document the project and create wider engagement.
- Building networks of students engaged with decolonising and antiracist activities including by: engaging with departmental Student-Staff Liaison Committees; hosting student drop-in sessions;
engaging with existing student groups on campus with a focus on antiracism and decolonising; creating new relationships and links across Colleges; designing innovative digital and print communications to publicise events and amplify student voices.

- Engaging with external community partners with expertise in decolonial knowledge production and antiracist pedagogies.
- Contributing to a co-authored project report
- Shaping future activities of the Exeter Decolonising Network

Training and Development opportunities

- Involvement in decolonising curricula at a cross-disciplinary level, contributing to institutional policy-making at university level, and gaining experience in antiracist and social justice action
- Developing teamwork, organisational, and communication skills
- Working with university and non-university communities on issues of antiracism, decolonising and social justice
- Network building and forming a community of antiracist and decolonising practice
- Developing leadership skills through student-led events and focus groups
- Developing research skills through co-producing knowledge on decolonial and antiracist research, pedagogy, and student support.
- All SCPs will be required to undertake Prevent Duty - Inclusive, Cohesive and Safe Universities; Equality and Diversity Introduction; Health and Safety Introduction and Information Governance online training.

Level of Support
Interns will work alongside staff member Incubator Fellows to develop project activities and outcomes and will be in regular contact with the Fellows.
SCP is offered 1:1 support from the Internships Team.

Other Benefits, Rewards and Recognition
These internships offer flexible working hours and a jobs that allows interns to ‘give something back’ to the community.

PERSON SPECIFICATION

Attainments/Qualifications:

- Studying towards/ an undergraduate or postgraduate degree in one of the following departments: Law, English and Film, History, Geography, Arab and Islamic Studies, Drama and Politics.

Skills and Understanding:
The ideal applicants will:

- Have an awareness of and/or engagement with decolonising and antiracist activities
- Have strong communication skills
- Have basic software and social media skills (the majority of work will be done remotely via Slack, email and Zoom in Term 1)
- May have website design experience
- May have awareness of digital editing and publishing software

Prior Experience:

- Prior experience of and/or engagement with decolonising and antiracist activities will be welcomed
- Prior experience of working effectively in teams to organise student events
- Prior experience of working with non-university community organisations

Behavioural Characteristics/ Personal Qualities and Attributes:

- Be able to work effectively in teams
- Be able to organise and prioritise numerous tasks
- Be self-motivated (the majority of work will be done remotely via Slack, email and Zoom)

Other Requirements:
All applicants must:
- Be a current student at the University of Exeter, with student status for the full duration of the internship.
- Available for the specified working hours and employment between the start and end date.
- Have the Right to Work in the UK for the full duration of the internship. We welcome all applicants and the diversity they bring, however immigration legislation will not currently allow the University to apply for a sponsorship certificate for student internships.
- Not apply for this SCP if you are already employed as an SCP and this role will take you over 23 months in total employed through the SCP scheme.
- Not use this SCP as a full-time Year in Industry student placement.

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**SCP 5225 Digital Humanities Intern x 4**

**Location:** Remote Working/Streatham Campus  
**Salary:** £10.42 per hour  
**Closing Date:** Sunday 6th September 2020

<table>
<thead>
<tr>
<th>Internship Scheme:</th>
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<tbody>
<tr>
<td>SCP 5225</td>
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<tr>
<td><strong>Job Title:</strong></td>
</tr>
<tr>
<td>Digital Humanities Intern x 4</td>
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<tr>
<td><strong>Advertisement closing date:</strong></td>
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<tr>
<td>6/9/2020</td>
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<tr>
<td><strong>Interview date:</strong></td>
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<tr>
<td>17+18/09/2020</td>
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<tr>
<td><strong>Internship Start Date:</strong></td>
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<tr>
<td>1/10/2020 (with scheduled training sessions on Thursday 1st and Friday 2nd October).</td>
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<tr>
<td><strong>Internship End Date</strong></td>
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<tr>
<td>11/6/2021</td>
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<tr>
<td><strong>Working Hours and Pattern</strong></td>
</tr>
<tr>
<td>Monday – Friday 7-10 hours per week</td>
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<tr>
<td>These roles will be for up to ten hours per week according to a team rota, arranged with the lab manager, term time only.</td>
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<tr>
<td><strong>Salary:</strong></td>
</tr>
<tr>
<td>£10.42 per hour inclusive of rolled in holiday pay</td>
</tr>
<tr>
<td><strong>Job Summary:</strong></td>
</tr>
<tr>
<td>4 Digital Humanities Interns are sought by the University of Exeter, on the Streatham campus. The roles will provide technical support to lab projects and teaching, both virtually and socially distanced, in our lab spaces. These SCPs are 7-10 hrs a week in term time, in the 2020-21 academic year.</td>
</tr>
<tr>
<td><strong>Job Description:</strong></td>
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<tr>
<td><strong>Project Information</strong></td>
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</table>
| These roles will work closely with the Digital Humanities team which includes technical specialists and academic staff, as well as colleagues from library and special collections and potentially external partners. The Intern team will support staff and students virtually through the MS Teams system, and to engage with the Digital Humanities Lab’s COVID-Secure facilities, providing first-line support in a socially distanced manner, as part of research and teaching activity. The Interns will provide basic technical help in the use of our flagship seminar room and equipment. Regular virtual and occasional on-site events such as ‘hackathons’, ‘Raspberry Pi Jams’, ‘Wikipedia editathons’ and symposia may require occasional evening and weekend working. The post-holders will work closely with their colleagues whilst assisting on digitisation projects to capture collections of historical texts, documents and objects, including those of
partner archives both nationally and within the south west region. The roles also include the provision and support to current postgraduate students undertaking digital projects.

Each Digital Humanities Intern will receive a programme of training in the following areas: 2D and 3D digitisation, text encoding and analysis, and audio/video production. Training will also be provided for support of our specialist equipment, such as our video wall and 3D printers.

The Intern team will have the opportunity to engage with a series of exciting projects, current examples include: conference-style posters covering key DH themes, producing staff and student podcasts, 2D digitising special collections material (such as letters, playbills and posters), contributing to promotional videos, and producing 3D printed models of scanned artefacts.

You will also gain experience in the organisation and support of virtual events such as seminars, conferences, training and workshops. The Digital Humanities Lab hosts a wide range of events and workshops, and you will have the opportunity to support innovative use of the facilities, for example working with academic colleagues on gamification of research and computer gaming culture. During your final term of with us post holders will be supported to produce reflective content for a Digital Humanities Showcase, to include practical demonstrations of your new skills and a digital exhibition of your work.

The project is based in the College of Humanities, Exeter, which is rated amongst the top 100 global universities for arts and humanities.

Purpose of Role
The post-holders will provide a welcoming, responsive and efficient customer experience within the Digital Humanities Lab, including the room booking service and equipment loans. Key parts of the role include offering support with connectivity and use of media, maintaining collections of specialist equipment and inventory within the Lab and following set procedures across digital photography, the 3D scanning of artefacts and audio-visual capture, with opportunities to gain valuable experience and skills with these technologies. There will be an opportunity to learn how a range of historical texts and images are digitised to a high standard, and how to provide audio visual support to professional film makers. A range of other administrative and space preparation duties may also be undertaken; this allows Interns to embed themselves within the team so that they can develop core skillsets and build up close working relations within a growing area of humanities research.

Duties and Responsibilities
These roles will support the quality control and accuracy of texts in the developing text archive. This involves:

a. Providing technical and bookings support for a wide-range of cutting-edge technologies remotely and socially distanced
b. Care of Digital Humanities Lab spaces and equipment according to the DH Lab care and COVID-secure guidance
   a. Assisting users with set up of our video wall in the Seminar room
   b. Assisting with archival photography in Lab 1
   c. Setting up portable equipment in Lab 2
   d. Maintaining photographic, technical and audio-visual equipment
   e. Maintaining 3D print facilities
   c. Supporting current Digital Humanities project work, remotely, within the lab and on location
   d. Working with users of the Lab and providing advice across a wide range of equipment, software and media as skills allow
   e. Producing social media content and engaging with livestreaming activity

Appropriate training to deliver technical support across the Digital Humanities Lab and any other required technologies or methods will be given to the successful candidates.

You may also be required to carry out any other duties and projects as required by your Line Manager, commensurate with the level of the post.

Other Benefits:
- Training in Digital Humanities research methods and their practical application
- Experience of working in a collaborative research team
Experience of working in the wider Digital Humanities environment
Development of customer service ethos in a working environment

If you have any queries about this role, please contact Emma Sherriff: e.l.sherriff@exeter.ac.uk

Person Specification:

Essential Candidate Criteria:

Qualifications

- Currently studying an undergraduate degree programme within the College of Humanities

Personal Qualities and Attributes

- Able to communicate confidently and effectively with a dynamic and energetic team
- Able to independently follow a set of instructions when provided
- Able to work independently under own initiative, from home or in the Lab where appropriate
- Experience of team work and collaboration
- Enthusiasm and willingness to learn
- Able to deal professionally with the transition from student to staff
- Interest in the development and use of technology for Humanities or Arts subjects
- Interest or experience in developing skills around digital methods or programming

Skills

- Confident user of a range of devices
- Confident user of IT applications, such as Word, Excel and Outlook
- Excellent organisation and record keeping skills

Desirable Candidate Criteria:

- Experience of working in a library or archival environment
- Experience of digital photography and/or audio visual techniques
- Experience of working with a range of equipment and media
- Experience of producing social media content for students
- Able to problem solve creatively

Other requirements:

Student status

- When applying for an SCP position you must either have:
  - current student status or
  - proof of acceptance of an offer of an undergraduate or postgraduate course at Exeter to begin by the start of the SCP internship.
- To undertake an SCP internship, you must be a current University of Exeter student for the full duration of the internship.
- If you are an undergraduate (UG) student your student status will expire one month after the end of your course.
- If you are a postgraduate (PG) student your student status will expire 6 weeks after the end of your course.
- For both UGs and PGs if your graduation ceremony occurs before this period is over you automatically assume graduate status.
- If you are an interrupted student, you will not have current student status and are therefore ineligible to apply for or continue with an SCP internship.
- If the student status ends early the SCP internship will also need to end early.

Right to Work

- All students are required to provide the university with the Right to Work in the UK evidence, before the interview and have this documentation verified by the university, if appointed.
- You should reside in the UK whilst undertaking this role.
- If you are already registered on the eClaims system you will still need to bring your Right to Work evidence to interview and may have to present it again to HR, if it has been 6 months since you last presented it.
- For more information about Right to Work please see the eClaims webpages.
SCP 5216 Student Social Media Ambassador – China

Location: Remote Working/Streatham Campus

Salary: £10.42 per hour

Closing Date: Tuesday 25th August 2020

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<tr>
<th>Internship Scheme and Reference Number:</th>
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<tbody>
<tr>
<td>SCP 5216</td>
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<table>
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<tr>
<th>Job Title:</th>
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<tbody>
<tr>
<td>Student Social Media Ambassador - China</td>
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<table>
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<tr>
<th>Workplace Address:</th>
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<tbody>
<tr>
<td>Remote working initially with possible return to office once campus is open and in line with government and University policy.</td>
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<th>Advertisement Closing Date:</th>
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<tbody>
<tr>
<td>25 August 2020</td>
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<tr>
<th>Interview Date:</th>
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<td>TBC</td>
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<tr>
<th>Internship Start Date:</th>
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<tr>
<td>W/c 1 September 2020 or asap thereafter</td>
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<tr>
<th>Internship End Date:</th>
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<tbody>
<tr>
<td>31 August 2021, or graduation date for final year students</td>
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<table>
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<tr>
<th>Working Hours and Pattern:</th>
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<tbody>
<tr>
<td>3 hours per week, timings to be confirmed with student around their studying</td>
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<tr>
<th>Salary:</th>
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<tbody>
<tr>
<td>£10.42 per hour (includes rolled in holiday pay)</td>
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<tr>
<th>Job Summary:</th>
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<tr>
<td>A Student Social Media Ambassador (China) is required by the Global Advancement team, at the University of Exeter. Working closely with the Communications Manager and Alumni Relations Officer (International) this position will be focused on alumni relations. The SCP internship is until summer 2021.</td>
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<thead>
<tr>
<th>Job Description and Person Specification:</th>
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<tbody>
<tr>
<td>INTRODUCTION</td>
</tr>
<tr>
<td>Summary of Company/Department</td>
</tr>
<tr>
<td>Global Advancement responsible for alumni relations and fundraising. This position will be focused on alumni relations, working closely with the Communications Manager and Alumni Relations Officer (International). The successful candidate will meet regularly with these individuals in person and also communicate remotely.</td>
</tr>
</tbody>
</table>

| JOB DESCRIPTION                          |
| Purpose of Role                          |
| To engage with our alumni community in China |

| Duties and Responsibilities              |
| Posting content on university WeChat and Weibo channels |
| Monitoring for spam posts in university groups |
| Helping to respond to queries from Chinese alumni |

<table>
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<tr>
<th>Training:</th>
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<tbody>
<tr>
<td>The university offers online and in-person learning and development opportunities, including mandatory online training in Prevent Duty - Inclusive, Cohesive and Safe Universities; Equality and Diversity.</td>
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</tbody>
</table>
Introduction: Health and Safety Introduction and Information Governance.

Level of Support
The successful candidates will work directly with their line manager who will assign their work and act as a check-in point regularly. Access to Wellbeing Service plus 1:1 support is offered from the Internships Team.

Location
It is likely this role will commence as a remote working role, however the expectation is that as staff return to campus some work may need to be campus based. Appropriate risk assessments and return in line with Government and University COVID-19 policy will be ensured.

PERSON SPECIFICATION
Attainments/Qualifications
- A student (PG or UG) studying at the University of Exeter, no specific degree required.

Skills and Understanding
- Understanding of Chinese social media tools, particularly WeChat and Weibo
- Fluent Chinese speaker
- Interest in digital communications and marketing

Other Requirements
- Available for at least 3 hours a week on a flexible basis.
- You will work remotely initially and then a mix of remote working and on Streatham Campus when campus reopens.
- Please note that that applicant will need to reside in the UK whilst undertaking this role, even when working remotely.
- A current student at the University of Exeter, with student status for the full duration of the internship. For final year student your contract will end on your graduate date.
- Available for the specified working hours and employment between the start and end date.
- The Right to Work in the UK for the full duration of the internship. We welcome all applicants and the diversity they bring, however immigration legislation will not currently allow the University to apply for a sponsorship certificate for student internships.

SCP 5205 Postgraduate Research Assistant (Modelling Guilty Plea Decision-Making) x2
Location: Remote Working/Streatham Campus
Salary: £10.42 per hour
Closing Date: Sunday 13th September 2020

Internship Scheme and Reference Number:
SCP 5205

Job Title:
Postgraduate Research Assistant (Modelling Guilty Plea Decision-Making) x2

Workplace Address:
Remote working / Amory Building once campus is fully re-opened.

Advertisement Closing Date:
13/09/20

Interview Date:
17/09/20

Internship Start Date:
**Internship End Date:**  
14/09/21 or once your student status ends once you hand in your final piece of work usually in August/September 2021.

**Working Hours and Pattern:**  
350 hours total, not to exceed 6 hours per week – shared between 2 interns

**Salary:**  
£10.58 an hour. Includes rolled in holiday pay

**Job Summary:**  
Two postgraduate students are sought as a Research Assistant in the Justice Lab in the University of Exeter Law School. The role involves using computational modelling techniques to understand when and why defendants plead guilty in the criminal justice system. This is a 350hr internship until Sept 21.

**Job Description and Person Specification:**

### INTRODUCTION

**About us**

At the University of Exeter we want to make the exceptional happen, and have a real and lasting impact on the world around us. We are already firmly at the forefront of universities worldwide and our ambition is to increase that position, particularly as a Global 100 institution. We challenge our talented students to achieve more than they ever thought possible, and recruit the very best people from around the world to reach greater heights in research excellence, innovation and impact.

This role will be based in the new evidence-based justice lab, as part of a collaboration with research teams at Montclair State University and Florida Institute of Technology.

### JOB DESCRIPTION

**Purpose of Role**

The Research Assistants will work with Dr. Rebecca K Helm in a new-evidence based research lab in the University of Exeter Law School, and will be part of a collaborative team using computational modelling techniques to understand when and why defendants plead guilty in the criminal justice system.

**Duties and Responsibilities**

- To undertake research as appropriate to the field of study, primarily on guilty plea procedure and guilty plea decision-making.
- To work as part of a collaborative team with colleagues from the United States.
- To conduct basic data collection and analysis.

**Training and Development opportunities**

- The post-holder will receive training in basic quantitative techniques and analyses, primarily in SPSS.
- The post-holder will work as part of an interdisciplinary team and develop expertise in law, psychology, and modelling techniques.

All SCPs will be required to undertake Prevent Duty - Inclusive, Cohesive and Safe Universities; Equality and Diversity Introduction; Health and Safety Introduction and Information Governance online training.

**Level of Support**

Weekly meetings, either in person or online.

SCPs are offered 1:1 support from the Internships Team.

### PERSON SPECIFICATION

**Attainments/Qualifications**

- Achieved an undergraduate degree *and*
- Currently studying toward or been accepted to start a postgraduate degree at Exeter in September in Law, Psychology, Philosophy, Sociology, Anthropology, Criminology or LLB/M

**Skills and Understanding**
• Sufficient knowledge of the criminal justice system and related research to develop / follow research programmes and methodologies.

**Behavioural Characteristics/ Personal Qualities and Attributes**

• Excellent written and verbal communication skills.
• Able to communicate complex and conceptual ideas.
• Evidence of the ability to collaborate with others.

**Other Requirements**

• You will work remotely initially and then on the Streatham Campus when campus reopens.
• A current student at the University of Exeter, with student status for the full duration of the internship.
• Available for the specified working hours and employment between the start and end date.
• The Right to Work in the UK for the full duration of the internship. We welcome all applicants and the diversity they bring, however immigration legislation will not currently allow the University to apply for a sponsorship certificate for student internships.
• You cannot apply for another SCP at the University of Exeter if the duration of the SCPs go beyond 23 months in total.
• This SCP cannot be used as a full-time Year in Industry student placement.