

# HAGEN CENTER CIVIC INTERNSHIP PROGRAM

SUMMER 2025

The Hagen Center's Civic Internship Program **combines a professional work experience with opportunities to authentically engage with the community.**

The program helps students **develop skills and knowledge to be active and engaged citizens and prepare for success in the workplace.**

## GENERAL OVERVIEW

- The Hagen Center Civic Internship Program is from **May 27th-July 25th** (some positions may request a longer term).
- Interns are paid through Wittenberg student employment-we anticipate the wage will be \$11/hour
- Interns **work 32 hours per week** (30 hours at the internship site and 2 hours for weekly gatherings).
- Interns spend the first four days with the Hagen Center staff for orientation.
- Interns attend paid **weekly gatherings (meals provided)** with group discussion focused on skill development needed to be active and engaged citizens.
- Intern positions are with non-profits who offer numerous opportunities related to a variety of majors (including, but not limited to communications/marketing, community development, fundraising/donation management, recreation/nutrition, special event planning, environmental sustainability/community gardening, museum/arts administration, community-based research).
- During the last week of the internship, interns provide a visual reflection on their experience and submit a written self-reflection.
- The Hagen Center **pays for campus housing for the designated dates of the internship** (students are responsible for paying for any additional housing).
- Typically, students need to have their own transportation or use public transportation.

## HOW DO I APPLY AND WHAT IS THE TIMELINE

- **Positions go live in Handshake on February 18th**, and students must have a **2.5 gpa and attend an Interest Meeting or request permission from the Hagen Center to be eligible to apply.**
- Applications are **due by 11pm on Wednesday, March 12th**. Most sites require students to submit a resume, cover letter and reference as part of the application.
- We ask that students utilize the Wittenberg Career Development resources such as resume review and interviewing (workshops, individual meetings) by time they apply for the internship.
- We suggest students apply to **at least three** internships.
- Students will start to hear back from sites who are interested in scheduling an interview about a week after applications are due and the sites will contact students directly.
- In most cases, when a site offers a student a position, they will have 48 hours to accept or decline. If a student accepts a position, they will not be able to accept a different offer.
- Offers and **hiring for positions will be finalized by early April.**

## SUMMER HOUSING

The Hagen Center will cover campus housing during the designated dates of the internship (including a day to move in and move out). If students need housing before or after the internship dates, they will be responsible for paying for that housing and Residence Life will bill them for that cost. Students will submit a housing request by the summer housing deadline directly to Residence Life. Summer housing is typically in Sprecher/Keller, or there may be the option to stay in current off-campus housing.

### QUESTIONS?

CONTACT: Kristen Collier, Associate Director, Hagen Center  
kcollier@wittenberg.edu, 937-327-7534

