

Internship Opportunities – April 3, 2024

Recently listed opportunities in blue

In order to be considered for any of these positions, you must first apply to Oakton's Internship program.

For more information, please visit us online at www.oakton.edu/internships. Instructions on how to apply are on the "Student Information" sub-page linked on the left. You may also contact the Work-based Learning Navigator at internships@oakton.edu or 847.376.7165

Internships are listed alphabetically by the following Program of Study Category (related Oakton Area of Interest in parenthesis):

- Accounting and Finance (*Public and Professional Business Services*)
- Automotive (*Manufacturing, Facilities, and Automotive*)
- Business, Human Resources, and Sales (*Public and Professional Business Services*)
- Communications and Journalism (*Humanities and Languages*)
- Education (*Social and Behavioral Science and Education*)
- Engineering (*Science, Technology, Engineering, and Math*)
- Environmental Studies (*Humanities and Languages*)
- Graphic Design, Photography, and Videography (*Fine, Performing, and Applied Arts*)
- Health Careers: Cannabis, Medical Billing, Pharmacy Technician, Physical Education, etc. (*Health Careers and Nursing - Please note that Oakton does not currently offer internships in BNAT, Nursing, and PTA*)
- HVAC (*Manufacturing, Facilities, and Automotive*)
- Information Technology and Computer Science (*Computer and Information Technology*)
- Law Enforcement, EMT, Paramedic, & Fire Science (*Public and Professional Business Services*)
- Manufacturing & Computer Aided Drafting (*Manufacturing, Facilities, and Automotive*)
- Marketing and Public Relations (*Public and Professional Business Services*)
- Museum Studies (*Fine, Performing, and Applied Arts*)
- Paralegal Studies (*Public and Professional Business Services*)
- Political Science and Government (*Social and Behavioral Science and Education*)
- Science and Nanotechnology (*Science, Technology, Engineering, and Math*)
- Social Science, Human Services, & Non-profit (*Social and Behavioral Science and Education*)
- Theatre (*Fine, Performing, and Applied Arts*)

Accounting and Finance

Public and Professional Business Services

Paraprofessional – Law or Accounting (Law Offices of Virginia Prihoda)

Pay: \$15/hr to start (\$17.50 after satisfactory trial period)

Hours: 15-20 hours/wk (between hours of 8:30am-6pm, weekends if candidate desires; preferred start February)

Location: Chicago (Oakley Ave)

This intern will help with tax preparation, accounting, and clerical support. The preferred candidate will have taken basic accounting and business courses and have a familiarity with company financial statements. This is an opportunity for a self-starter to develop expertise at a one person law firm with a concentration in tax and estate planning services. Candidates should be familiar with Excel, Word, and WordPerfect.

Tax Preparer/Admin Assistant (Tax Elite Accounting Services)

Pay: \$15-17/hr+bonuses

Hours: 10-20 hours/wk (16 weeks; January-end of April; flexible hours)

Location: Niles

This internship is perfect for a student that would like to assist in an accounting office during tax season. Interns will organize tax documents for individual/business tax returns, data entry, answer phones, make appointments, and other office duties as needed. Training on tax software will be provided as necessary. Ideal candidates will be reliable, professional and able to work until the end of April.

Finance Intern (Abbott Laboratories)

Pay: \$24/hr

Hours: 25-40 hours/wk (16 weeks; M-F between 9-5pm as best fits with school schedule)

Location: Abbott Park

Global Engineering Services/Abbott Quality & Regulatory (GES/AQR) is comprised of four primary business units: (1) Corporate Engineering (2) Global Security (3) Environmental Health and Safety (4) AQR. This financial intern/co-op position supports the Corporate Engineering function by: Support Lake County Operations and Engineering Excellence departmental budgets including: Daily cafeteria Sales and cash reconciliation Monthly canteen order, catering, food costs and sales tax calculations Provide support on preparation of financial analysis for RCEs (Request for Capital Expenditures) Preparation and analysis of monthly open headcount and AbbVie rent package. Provide support on preparation of monthly Capital results. Provide support on global Plan budgets and quarterly LBEs (Latest Best Estimate) Successfully execute process improvements and ad-hoc analysis per request. We support flexibility with a hybrid work schedule (3 days in office / 2 days remote) We also support flexibility around class schedules. This position requires at least 25 hours/week. Ideal candidate will be able to work 30-40 hours/week.

Automotive

Manufacturing, Facilities, and Automotive

No listings at this time

Business, Human Resources, and Sales
Public and Professional Business Services

Sales and Service Administration Intern (Golan's Moving and Storage)

Pay: \$15-20/hr

Hours: 20 hrs/wk possible (16+ weeks; preferred start April 2024)

Location: Skokie

List Date: March 20, 2024

The intern will assist with revenue reports, advertised effectiveness, customer services, data input. Candidates can be studying business, liberal arts, or related fields. Training will be provided. We offer a fast paced office culture and plenty of fun learning about this established local business. Google suite is part of our everyday workflow. We'll train on our proprietary software "Moving Pro."

Retail Sales Associate (Rouzati Rugs)

Pay: \$15-25/hr depending on experience + 5% commission

Hours: 40 hrs/wk possible (flexible on length of internship)

Location: Wilmette

Rouzati Rugs is a reputable family business - providing high-end and practical rugs for home décor, along with top-rated cleaning and restoration services for over 40 years. As a sales representative, you will have access to the most prominent interior designers, clientele seeking carpeting for their home projects. Our team is made of friendly people with a great energy. Responsibilities: Becoming familiar with our new and existing collections and samples, taking on existing accounts and servicing them professionally, bringing in new accounts through any traditional and creative new methods, working with top interior designs in the North Shore on various projects, measuring staircases and rooms for in-home estimates. Interns should be proficient in time management, organization, have clear and concise communication skills, and a passion for learning our craft and working with people in a respectful and kind manner. Ideal candidates will have some sales experience and familiarity with basic systems like Windows, Mac OS and Google Suite, with a willingness to learn new systems.

Human Resources Process Documentation Intern (Semler Industries)

Pay: \$15/hr

Hours: 16 hrs/wk (12 weeks; 2 days/wk 8-4:30pm)

Location: Franklin Park

The intern will be responsible for attending meetings and documenting processes and procedures for all areas of the company as well as creating flow charts. Training on MS Office Suite and Miro (or other flow chart software) will be provided. Ideal candidates will be pursuing careers in Human Resources or Business, have keen attention to detail, and excellent keyboarding skills. Mentoring, training and education will be offered on the job.

Customer Service Rep (Thomas B. Henderson State Farm Insurance)

Pay: \$18/hr

Hours: 20-24 hrs/wk (16 week minimum; 9-5pm, 3 days/wk preferred)

Location: Mount Prospect

The intern will be the initial contact point for incoming calls as well as service client questions and taking of payments. Training on State Farm office systems will be given as well as mentorship on interpersonal skills and the insurance business. The ideal candidate will have strong communication skills, enthusiasm, and professionalism.

Communications and Journalism

Humanities and Languages

No listings at this time.

Education

Social and Behavioral Science and Education

Math Instructor/Tutor (Mathnasium/Schoolhouse4math)

Pay: \$15-16/hr

Hours: 10-20 hrs/wk (12-16 weeks; preferred start 5/1/24)

Location: Northfield

Lead, coach, and work collaboratively with team members to deliver individualized instruction in a group setting Assess students' learning progress and engagement throughout instructional sessions Communicate student progress with parents and guardians Teach/tutor in-center, online, and/or via hybrid delivery using the Mathnasium Method™, terminology, and teaching practices Become proficient with digital educational materials and processes Support the maintenance of a safe and professional learning environment.

Assistant Teacher (Grace Preschool)

Pay: \$1520/hr

Hours: 12-15 hrs/wk (16 weeks; preferred start 8/26/24)

Location: Des Plaines

This is a part time position. We need assistance on Monday's, Wednesday's, and Friday's from 8:30am-12:30pm. Our teacher's assistants work with the classroom teacher to create the play-based curriculum so that each child can develop his/her whole being mental, social, emotional and physical to his/her full potential. As the assistant, you will be responsible for implementing the classroom daily activities as directed by the teacher. Besides having a passion for preschool children, you must be well organized, creative, an effective communicator, and able to work with the other staff members. The preschool is one of the church's ministries and as such, has Christian's aspects woven into its program. Key Responsibilities / Duties Work with the teacher and other staff members to understand the program goals and objectives as well as implementing the curriculum. Maintain a physical environment that is conducive for implementing the school's program and conforms to governmental and school's standards of safety and cleanliness. This includes the arrangement of the room, its décor and bulletin boards. Comply with all local, state and federal laws related to the school's operation. Effectively communicate with the students, their parents, and other staff members. This includes assisting with the publication and distribution of monthly newsletter, maintaining developmental portfolios for students, and

attending staff meetings. Assist the teacher to develop progress reports for each child 2 times a year and participate in the face to face parent-teacher conference for the students. Work with the teacher and/or director to appropriately address parent, child, and fellow staff members concerns in a timely manner. Assimilate arriving children to the school environment by warmly welcoming them and selecting activities of interest to them. Prepare materials and ensure the class room is ready for the next class including setting up the curriculum areas and performing the necessary cleaning such as sweeping and vacuuming. Assist the teacher to ensure the preschool equipment and supplies are available and maintained. Successfully complete the necessary in-service training as required by the Director and state law such as CPR, first aid, Epi pen, food preparation and bloodborne pathogens. Continue professional development through reading, attending pertinent courses, workshops and conferences, and participating in professional organizations. Actively recruit potential students to fill the classroom to capacity. This may include attending local marketing events such as preschool related fairs and following up on any inquiries. Perform other duties as assigned by the teacher or director. Qualifications Hands-on experience in early childhood program – preschool preferred. Relevant education or combination of education and experience such as: High school diploma Some early childhood college classes preferred Pleasant/friendly demeanor and an outgoing personality. Highly professional and dependable. Well organized and creative with good written and oral communication skills. Must be able to interact appropriately with students of all ages and skill levels as well as with parents and fellow staff members. Member of Gateway to Opportunity (reporting of professional development hours) Successful pass background check.

Engineering

Science, Technology, Engineering and Math

Automation Maintenance Technician Intern (Robotics) (Symbotic)

Pay: \$20/hr

Hours: 20 hrs/wk (16 weeks; flexible)

Location: Melrose Park

The Automation Maintenance Technician Intern will repair and calibrate our automated and robotic systems. These systems are Symbotic's Automated Adapters, Vertical Lifts, and Symbotic's fleet of automated robotic vehicles. An Automation Maintenance Technician will become the system expert of Symbotic's automation, including all mechanical, PLC, electrical or electronic subsystems. You will also be responsible for system upkeep and operations of automated adapters used to interface with the Symbotic structure. Responsibilities will include: ensure that the safety commitments in compliance with OSHA, Symbotic, and our customers' processes and procedures are met daily, perform inspections on systems associated with Automated Storage and Retrieval System of automated robotic vehicles and Automated Adapters/ Lifts, support continuous operation by adjusting, calibrating, repairing, replacing or modifying system components, process and monitor the flow of the automated storage and retrieval system, through means of the adapters, including manual inbound, automatic inbound, automatic outbound, to achieve maximum throughput and cases per hour, troubleshoot automated robotic vehicle anomalies and stoppages using schematic and wiring diagrams as well as advanced test equipment. Interns will gain skills in PLC (Programmable Logic Controller) knowledge and troubleshooting, advanced troubleshooting skills, performing periodic system inspections within expected durations on all equipment, ensuring quality maintenance and complete documentation via the Computerized

Maintenance Management System (CMMS). Ideal candidates will have good communication skills, be able to change course based on immediate business needs, and show a sense of responsibility. Other tasks may include minor utility work such as machining holes, brackets; cutting steel; aligning sensors; attaching Unistrut; etc., troubleshooting, calibration, set up, and tool changes on Robotic arms, continuous cleaning and adhering to 5S policies and perform Cell Operator functions as needed.

Environmental Studies

Humanities and Languages

No listings at this time.

Graphic Design, Photography and Videography

Fine, Performing and Applied Arts

Communications and Graphic Design Intern (Northfield Township and the Northfield Township Food Pantry)

Pay: \$15/hour

Hours: 20 hrs/week (some evenings and weekends;13 weeks; Preferred start May 20, 2024)

Location: Glenview

The intern will assist with writing and updating comprehensive communications copy designed to communicate information on Township services including promotional materials, social media posts, website content, etc.; drafting collateral materials for communication campaigns in support of the Communications & Community Outreach Coordinator; planning Township-wide special events and programs in coordination with the Communications & Community Outreach Coordinator; providing on-site event support as requested; capturing and editing photos from Township events, programs and services; assist Communications & Community Outreach Coordinator in updating Township & Food Pantry collateral materials such as flyers, web pages, department signage, social media, etc. Some evenings and/or weekend hours are required. Candidates should be enrolled or recently graduated from an undergraduate or graduate degree program in Communications, Public Relations, English, Graphic Design, Marketing, or another related field. Candidates should have knowledge of principals, methods and theory of communication as it relates to several media sources including newspaper, radio, television, social media, etc.; a strong sense of design and layout organization; ability to create and edit text from source material using appropriate style and format; proficiency in Microsoft Office Suite including but not limited to Word, PowerPoint, Outlook and Excel; the ability to manage several projects in an efficient and effective manner with minimal supervision; have strong time management, organizational skills and attention to detail needed; have experience managing and creating engaging content for popular social media platforms such as Facebook, Instagram and LinkedIn; and have experience and skills with Adobe Creative Suite. Full scale training is not provided, but the internship supervisor is always available for assistance & questions.

Health Careers: Cannabis, Medical Billing, Pharmacy Tech, Physical Education, etc.

Health Careers and Nursing

Please note that Oakton does not currently offer internships in the following Programs of Study, but these programs do offer clinicals in the curriculum to provide work-based learning opportunities: BNAT, Nursing, and Physical Therapist Assistant.

No listings at this time.

HVAC

Manufacturing, Facilities and Automotive

No listings at this time.

Information Technology and Computer Science

Computer and Information Technology

IS Helpdesk Technician (Maryville Academy)

Pay: \$15/hour

Hours: 15 hrs/week (16 weeks; between 9-5)

Location: Des Plaines

The intern, under general supervision, will spend 20% of their time related to data and software and 80% performing PC/telecommunications support to customers, including the installation and configuration of hardware and software, troubleshoots and provides first line diagnosis for PC/telecommunications hardware and software problems; provides help desk resolution assistance; and performs related work as required.

Law Enforcement, EMT, Paramedic and Fire Sciences

Public and Professional Business Services

No listings at this time.

Manufacturing and Computer Aided Drafting

Manufacturing, Facilities and Automotive

CNC Operator (Contact USA)

Pay: \$20-24/hour

Hours: 20 hrs/week flexible (16 weeks; morning/afternoon preferred, but evenings possible)

Location: Elk Grove Village

The intern will be learning and expanding their knowledge of CNC operation. Under supervision, incumbents will be using the Haas machining center to cut and engrave metal as well as being exposed to plastic injection and plastic processing. Contact USA will cover costs of completing the Haas certificate program. Knowledge of Mastercam software is a plus, but training and overall skill advancement is provided.

(NEW) Assistant Project Manager (Design Group Signage)

Pay: \$18/hr

Hours: 20 hrs/wk (16 weeks; 2-3 days/wk 7-3:30pm, or half days, negotiable)

Location: Des Plaines

The intern will assist the project manager on all duties and gain experience in: working with vendors, clients, and managing both small details and large picture items in construction projects; filing permits and getting permit approvals; maintain an organization system, track project updates, and have clear communication with all parties on projects; help develop a quality control and assurance procedure and policy and be a part of implementation; work directly with all departments to maintain internal project updates. All training will be provided per the projects/activities assigned to the intern. Incumbent will learn how to track projects internally and externally, manage spreadsheets for updates, how to talk to clients via email/phone/in person, how to talk to vendors, etc. A background in the mechanical / electrical / technical knowledge needed to understand signage and construction will be provided.

Assistant Designer (DDK Kitchen Design Group)

Pay: \$12/hour

Hours: 20 hrs/week (M-F 9-2)

Location: Glenview

Learn and master the kitchen design software program. Be able to design and price out kitchens. Learn the basics of designing a kitchen from start to finish. Work with our current designers to learn the intricacies of kitchen design. Preferred field of study/major and skill sets: architecture/ interior design. Software/ equipment intern is expected to use. Training provided: Pro Kitchen CAD software/ Excel.

Marketing and Public Relations

Public and Professional Business Services

Marketing and Branding Intern (Hawthorne Development Corporation)

Pay: \$10-12/hour

Hours: 20hrs/wk (preferred hours 10-2pm; flexible duration of internship)

Location: Burr Ridge

Hawthorne has been in business 40 years and builds new multi-family buildings and occasionally rehabs buildings as well. The intern will work alongside the head of Marketing and assist in research for developmental projects and create preliminary drafts of marketing material to be printed. Interns will receive workshop and networking opportunities and training as needed on Canva, Power Point and Publisher. Ideal candidates will work well on a team, be reliable, enthusiastic, professional and pursuing a career in Marketing.

Social Media Account Specialist (Mossell Holistic)

Pay: \$15-18/hour

Hours: 10hrs/wk (16wks, flexible hours)

Location: Park Ridge

This is a holistic healthcare office that specializes in shamanic chiropractic services. They are seeking an intern to create and post content onto a variety of social media sites, help with the creation of their newsletter and assist in any special events. Training is provided as needed on MS Word, Canva and Mailchimp. Interns will have the opportunity to attend workshops and learn more about holistic health if desired.

Marketing Specialist (Right at Home)

Pay: \$15.80/hour

Hours: 16-20/wk (10wks, between 9-5)

Location: Skokie

This internship offers students a chance to discover what it's like to design, develop, and execute a full-scale marketing plan for a leading health care agency. Our interns gain experience and participate in real operational tasks necessary to promote a successful business. While gaining insight into the home care industry, interns are immediately part of a collaborative, supportive, and team culture. The selected candidate will learn skills that build a lasting foundation that is needed to have a career in business marketing and lead generation. This is a chance to gain real world experience in a marketing role that has a direct impact on company growth and continued success. You'll learn how to target your message to specific audiences, build out a calendar of events and activities that promote the company while supporting our clients and caregivers, and develop skills and relationships that will help propel your career. The role and responsibilities include the following:

- Conducting market research to understand customer trends, habits, needs, and preferences.
- Developing marketing plans and strategies based on research, consumer behavior, and industry standards.
- Implementing marketing campaigns across various media channels such as digital, traditional, and social media
- Evaluating the effectiveness of marketing campaigns and providing recommendations for improvement
- Participating in the creation and delivery of sales presentations and brand messages to attract and retain customers.
- Other duties as assigned.

Marketing/Social Media Intern (Saranow Law Group)

Pay: \$10-25/hour, negotiable

Hours: flexible based on your school schedule

Location: Northbrook

The intern will primarily be working on social media marketing for the law firm. Additional training is available in learning the real estate tax appeal industry and will be mentored on the legal industry in general. Training will be provided on Adobe Photoshop and various social media platforms. Candidates should have good communication skills and enthusiasm.

Front Desk Agent (Lincolnshire Marriott Resort)

Pay: \$15-17/hour

Hours: 10-20 hrs/week (flexible, 8-16 weeks, fits to your schedule)

Location: Lincolnshire

The resort advances the art of hosting by providing brilliant service to our guests. The intern will be expected to have strong communication skills. Duties include: Respond in a professional and courteous manner to arriving, departing and in-house guests by providing accurate and timely information and services, respond to telephone and in-person inquiries regarding reservations, resort information, directions, local attractions, and guest concerns. Training will be provided for the following

software/systems: Hotel Property Management System Micros System Mobile Check-in GXP. There are also opportunities to shadow other resort employees with different job duties.

Museum Studies

Fine, Performing and Applied Arts

No listings at this time.

Paralegal Studies

Public and Professional Business Services

No listings at this time.

Political Science and Government

Social and Behavioral Science and Education

17th District Summer Intern (Office of State Representative Jennifer Gong-Gershowitz)

Pay: \$17/hour

Hours: 15 hrs/week (June 1-August; M-F)

Location: Glenview

The District Intern will work with the Chief of Staff and Outreach Director to ensure effective running of the District office. The Intern will be performing an array of tasks in support of staff. This will include answering phones, distributing mail, greeting visitors, updating databases, researching legislation, staffing the Representative at local events, attending community office hours, attending meetings on behalf of the office as well as other tasks that may come up. The District Intern must be able to effectively communicate, be able to work closely with a small team, be comfortable speaking with constituents in person and over the phone and be passionate for public service. The Intern will have the opportunity to learn firsthand about constituent services, community outreach and the development of legislation. Candidates with a connection to the 17th District would be given additional consideration. Interested applicants should send a resume, brief statement of interest to Outreach Director, Stacy Rudd at stacy@gonggershowitz.com. Deadline for applications is April 5th, 2024.

Paid Fellowship (Senator Ram Villivalam)

Pay: \$15/hour

Hours: 20 hrs/week

Location: Chicago

The intern will work with staff members to engage with constituents, help with case intake, and provide critical services. They will also assist in compiling federal, state, and local resources to share with constituents as well as help plan, organize, advertise, and attend various events and meetings in the district. This fellowship includes the wonderful opportunity to research a topic area you are interested in and write a policy proposal to present to Senator Villivalam. Preferred field of study/major: Political

Science, Communications, Justice Studies, English. Applicants must be passionate, self-motivated, hardworking, and detail oriented with strong writing and organizational skills. Prior service experience (in a government office or similar setting) preferred but not necessary. Additional opportunities provided include training on iConstituent software, networking, workshops and mentoring.

Science and Nanotechnology

Science, Technology, Engineering and Math

No listings at this time.

Social Science, Human Services and Non-Profit

Social and Behavioral Science and Education

ABA Therapist Internship (North Shore Pediatric Therapy)

Pay: \$16-19/hr

Hours: 12+ hours/wk (12 weeks but flexible; after school, evenings, and Saturdays)

Location: Des Plaines

Gain invaluable hands-on experience working 1:1 with children on the autism spectrum. Learn and apply principles of behavior analysis and behavior therapy to make a real difference. Enjoy the unique opportunity to shadow our interdisciplinary therapy teams, including specialists in Applied Behavior Analysis (ABA), Neuropsychology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology for at least 30 minutes a week. This offers a rounded view of pediatric therapy approaches and treatments. Our comprehensive 12-week program is aimed at providing a deep insight into autism therapy and can be extended, opening the door for continued learning and experience. Basic computer skills are required, but more importantly, we're looking for individuals eager to learn new technologies and therapy techniques to better assist the children in our care. This internship is not just about gaining practical experience; it's about making a tangible difference in the lives of children and their families.

ABA Therapist Paid Internship (Motivated Learners LLC)

Pay: \$23-25/hr

Hours: 6-20 hours/wk (16 weeks; 4-7pm weekdays, 9-12 weekends if desired)

Location: Des Plaines

This is an ABA therapy company seeking a compassionate and dedicated ABA therapist intern to join their team. An ABA therapist places a crucial role in implementing behavior intervention programs, collects data, and provides direct support to clients with autism. Your passion for helping individuals with special needs and your commitment to fostering positive change will be vital in their mission to make a difference in the lives of those they serve. Training will be provided on motivity and alohaABA software.

Theater

Fine, Performing and Applied Arts

No listings at this time.