

## Internship Opportunities – May 17, 2012

*(Recently listed opportunities in blue.)*

To apply or for more information, contact Shannon McKenzie, Internship Specialist at [internships@oakton.edu](mailto:internships@oakton.edu) or 847.635.1404.  
Visit us online at [www.oakton.edu/internships](http://www.oakton.edu/internships).

### ACCOUNTING/FINANCE/ECONOMICS

#### **Accounting/Administrative Assistant** (Peak Construction)

**Pay:** \$9-12/hour

**Hours:** 15-20 hrs/weekly

**Location:** Des Plaines

The intern will make a good first impression during client and vendor relations; assist with Accounts Payable/Accounts Receivable; assist with lien waiver processing; assist with project billing packages; be in charge of correspondence management; perform general administrative and clerical support; and assist with maintaining paper and electronic filing. Candidates should have working knowledge of MS Office (Word, Excel), be courteous and professional, and reliable.

#### **Financial Planning Intern** (Personal Financial Strategies)

**Pay:** \$10/hour

**Hours:** 16-40 hrs/weekly (2 days a week now, full-time possible in summer)

**Location:** Park Ridge

We seek an intern who is interested in the financial services industry as a career. The successful candidate will be skilled in Excel, Word, and database management. You will work closely with the President and VP of our company, working directly with our financial planning team and interfacing with clients, focusing on marketing and client and prospect communications.

#### **Accounting Intern** (Bolster LLC)

**Pay:** \$10/hour

**Hours:** 10-20 hrs/weekly

**Location:** Skokie

The intern will assist with Accounts Receivable (analyze AR registers for overdue accounts and process journal entries for writing off closed accounts), Accounts Payable (enter bills into accounting system, reconcile bank balance to book balance, and build controls for organizing the best practice filing of payments and bills), Monthly Close (reconcile billing system with accounting system, determine month-end adjustments), and determine monthly sales tax liability. Candidates should be highly proficient in MS Excel (familiar with pivot tables, vlookup, sumif, and dcount; ability to write Macros is a plus), and have completed accounting coursework in financial and managerial accounting.

#### **Project Accountant** (Dubin Residential)

**Pay:** \$9/hour (with opportunity for growth)

**Hours:** 32 hrs/weekly (some evening and weekend work may be required)

**Location:** Chicago (N. Cicero)

Real estate developer needs a Project Accountant for an Affordable Housing Project in Chicago, which includes Historic rehab planned to start later this year. Includes assisting CFO with the new project related financing work as well as yearend accounting and bookkeeping and preparation of Bank/loan reconciliations involving multiple accounts and inter-company transfers etc, journal entries, Accounts payable and accounts reconciliations, general ledger and financial statements with Sage Timberline Accounting, Quick books and Excel software systems. Position also involves preparing Microsoft Excel based Project budgets and preparing Microsoft Word based narratives. Candidate must have real estate environment accounting for at least 5 years in the US. Experience in Affordable Housing as well as Sage Timberline is a plus. Must have hands on experience in Microsoft Office including MS Word, MS Excel, MS Publishing and Outlook.

### BUSINESS/SALES

**Financial Representative Intern** (Northwestern Mutual – The McTigue Financial Group)

**Pay:** weekly stipends and commissions on products sold

**Hours:** 10-20 hrs./ weekly (up to full-time in summer possible)

**Location:** Northbrook

Work side by side with financial representatives and professional staff, set up appointments to assist clients with their financial situations, and make recommendations to fill the client's needs. One out of 3 interns go on to become a full-time financial representative following graduation.

**Operations Intern** (Feldco)

**Pay:** \$10/hour

**Hours:** 25-30 hrs./ weekly

**Location:** Des Plaines

The Operations intern will be responsible for a wide range of organizational & recordkeeping duties, such as confirming product orders, preparing project-specific paperwork for subcontractors' daily installations, managing department filing & implement changes to promote efficiency, and answering/making calls regarding service-related issues and concerns. Candidates should have a minimum of 30 semester hours of college credit, excellent oral & written communication skills, exceptional and professional attention to quality and service excellence, solid understanding of Microsoft Office suite of products, specifically Outlook, Word, and Excel, and the highest standards of ethics & handling matters of a confidential nature.

**Northfield Township Summer Intern** (Northfield Township)

**Pay:** \$1,000 honorarium

**Hours:** TBD (8-10 weeks)

**Location:** Glenview

We are seeking a summer intern to assist with customer service (counter and telephone), the food pantry (inventory, sorting, packing, data entry, scheduling, Farmer's Market coordination, and database updating), updating website, data entry, attending meetings, filing, passport tracking, Dial-a-Ride, and scanning and archiving old files. This would be a perfect opportunity for students with social service, public policy or administrative career goals or experience.

**Sales Representative** (Interact Business Products)

**Pay:** \$10/hour

**Hours:** 15 hrs/weekly (9am-12pm MWF and 1-4pm TT)

**Location:** Glenview

Interact Business Products is looking for a student who shows great work ethic, perseverance, and the desire to be in outside sales. The position will teach how to prospect both on the phone and in person, ride along on sales calls and learn the sales cycle. This position will also teach how to interact with customers and prospects in a business setting.

**Administrative Assistant** (Ballroom Dance Studio)

**Pay:** Unpaid

**Hours:** 15-20 hrs/weekly (either 5-9pm or 6-9pm M-F)

**Location:** Northbrook

The intern will schedule clients, take payments, answer phones, faxes, and emails, perform bookkeeping, develop advertising, assist human resources, and organize/plan studio events. Candidates should be studying business, communications, marketing, or human resources, be organized, able to multi-task, and have creative ideas for a new and growing business.

**Customer Service Assistant** (Kingforman Insurance Agency)

**Pay:** \$10/hour

**Hours:** 10-20 hrs/weekly (during the hours of 8:30-4:30)

**Location:** Park Ridge

The intern will assist with servicing of client accounts, administrative duties, special projects, reporting, and data entry. We are looking for someone that has good phone and e-mail etiquette, someone willing to learn, and that can work with a team or by themselves. Interns will use Microsoft software, a copier, a scanner, and fax machine.

**Sales Associate** (DBA: Mugs of Chicago)

**Pay:** \$150/week plus commission  
**Hours:** 15 hrs/week (flexible schedule)

**Location:** Glenview

Seeking an aggressive sales associate to sell advertising space to local businesses which will be advertised on mugs in restaurants. Candidates should have previous sales experience, be motivated and driving, have a professional demeanor, know how to handle rejection, and must be able to close 1 deal a week. Potential candidates will be given a 1 week trial with certain goals and expectations to meet, and a non-compete agreement will be executed.

**Travel Agent Consultant** (Aday Travel)

**Pay:** Unpaid

**Hours:** TBD

**Location:** Lincolnwood

The intern will assist with general booking international and domestic, as well as leisure and corporate bookings (airline, cruise, tour).

**Assistant Customer Service Analyst and Marketing Intern** (DeCarl, Levine & Friedman)

**Pay:** \$8-10/hour

**Hours:** 15-20 hrs/weekly (12-4 pm)

**Location:** Des Plaines

Intern will assist with all aspects of insurance account servicing and administrative assistant work. Candidates must have excellent verbal and written communication skills, be a self-starter, well-organized, and proficient with computers.

**Student Clerk** (Internal Revenue Service)

**Pay:** Unpaid

**Hours:** TBD

**Location:** positions available in Chicago, Orland Park, Schiller Park, and Downers Grove  
IRS Student clerks will assist with processing mail, transcribing orders, office duties (filing, ordering, stocking, maintaining supplies), and interacting with taxpayers for crowd control.

**Financial Representative Intern** (Northwestern Mutual Financial Network)

**Pay:** stipend

**Hours:** TBD

**Location:** Skokie

Interns will have the opportunity to build a career as a financial representative, being supported by our network of specialists, training programs, and mentoring opportunities. Candidates must have strong interpersonal skills, be self-motivated, and have a history of personal success.

**Administrative Assistant** (A Big Blast Project)

**Pay:** Unpaid

**Hours:** 15-20 hrs week/flexible

**Location:** Glenview

We are an established not for profit organization providing recreational and therapeutic programs for children with special needs. The intern will need to possess good writing skills and be PC literate (Excel, Word, data entry, graphics, etc.), a self-starter, and organized.

**HR Intern** (Accreditation Association for Ambulatory Health Care)

**Pay:** \$8.25/hr

**Hours:** 22.5 hrs/week (August-November)

**Location:** Skokie

Assist with onboarding of surveyor trainees (review I-9 and W4 forms, obtain missing documents, enter information into E-verify and payroll system, etc.), assist with Time and Labor (audit time sheets, prepare files for downloading to payroll, etc.), assist with Recruiting (screen resumes, schedule interviews, etc.), assist with HR Online and Monthly Reporting (update monthly safety lists, prepare reports for Affirmative Action Program, etc.)

**College Financial Representative** (Northwestern Mutual Financial Network)

**Pay:** Stipend

**Hours:** varies depending on time of year

**Location:** Chicagoland

Highly competitive and desired internship site is seeking individuals that value the freedom of being your own boss, be financially rewarded for hard work, and have the desire to impact people's lives positively every day. Candidates must have an incredible work ethic, an entrepreneurial spirit, a past history of success, have an interest in finance and be financially responsible, and have solid communication skills.

## **GRAPHIC DESIGN**

### **Production Artist/Graphic Design Intern (William Frick)**

**Pay:** approx. \$9/hour

**Hours:** approx. 20 hrs/week

**Location:** Libertyville

Looking for a design intern with a print/production background, who is experienced in Adobe CS3 and Illustrator, Photoshop, Quark Xpress, and InDesign to collaborate in design development processes with the creative production team. Intern will also run print, lamination, and cutting equipment. A familiarity with print technologies, html, CSS, and PHP, along with the ability to read engineering/CAD drawings and reproduce artwork is a plus. Must have a creative portfolio and/or project samples.

### **Graphic Design Intern (Brickton Art Center and Gallery)**

**Pay:** UNPAID

**Hours:** 10 hrs/weekly

**Location:** Park Ridge

The intern will assist with projects involving the creation of flyers and other promotional materials, and will assist with projects involving social media initiatives. The intern will learn daily operation so non-profit management. Candidates must have excellent customer service and communication skills.

### **Graphic Design Intern (Curro, Rankin, and Williams)**

**Pay:** \$9/hour

**Hours:** 10-15 hrs/week

**Location:** Deerfield

Design marketing collateral (newsletters, brochures, ad layouts, and sell sheets), perform general administrative duties, and may perform web design (web banner ads, etc.). The intern will be expected to use InDesign and Photoshop. Knowledge of HTML and Dreamweaver is helpful.

## **INFORMATION TECHNOLOGY**

### **IT Intern (Feldco)**

**Pay:** \$10/hour+

**Hours:** TBD

**Location:** Des Plaines

The IT intern will assist in troubleshooting hardware and software issues reported by end-users and automated systems' monitoring applications in a timely manner; build new systems, create new resolutions, maintain current protocols; assist in administration of VOIP phone system and end user support; assist in maintaining and administering computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations; assign, modify, and delete user accounts and resolve security access problems using Active Directory; maintain integrity of the security system; monitor systems, servers and auxiliary devices for performance and security. Determine adjustments needed and confer with technical support staff and vendors as appropriate. Identify changes that need to be made in the future; and perform data backups and disaster recovery operations. Repair and/or recovers systems. The preferred candidate will also be able to replace defective components and research resources to identify solutions; and install, test, implement, and assist users with the implementation of new hardware, software, and applications; assist with design, configuration, and testing computer hardware, networking software and operating system software. Candidates must have a strong understanding of Microsoft Windows desktop and Server operating systems, Microsoft Office, and enterprise systems management programs, a desire for growth and advancement in software, hardware and or communications technologies, and one of more years of graduate study in information systems, computer science, engineering, mathematics, statistics or equivalent programming coursework. The right candidate will have the opportunity to pursue a full-time IT position with Feldco.

**IT Systems Analyst (Siren Interactive)****Pay:** \$10/hour+**Hours:** 10-20 hours/weekly**Location:** Oak Park

The intern will administer all computers, servers and desktops and laptops, hardware and software; set up and upgrade when necessary new workspace and desktop; add new users, domain, exchange and Workamajig, Phone and Voicemail; maintain, upgrade and troubleshoot all equipment including but not limited to printers and scanners; and assist in the maintaining of Siren's virtual network on an ongoing basis. Candidates should have strong technical skills required in office, network and systems and the support of both PC and Mac platforms and experience in related business, network and web servicing software, with excellent skills in business and work process management systems. IT management experience a plus.

**Website Intern (Dental Auxiliary Placement Service)****Pay:** TBD**Hours:** Varies (short-term assignment)**Location:** Park Ridge

Short-term intern needed to update the company website.

**Computer Programmer (Aria Technology Solutions)****Pay:** Unpaid**Hours:** 25-40 hrs/weekly (16 weeks)**Location:** Glenview

Unpaid internship configuring laptops, fixing and cleaning laptops, loading windows operating system on PC laptops, loading MAC OSX on laptops, and packing laptops for shipping.

**Computer Programmer (PromoDealer)****Pay:** TBD**Hours:** 10-15 hrs/weekly**Location:** Lincolnwood

The intern will work with the user on development of existing web-based Customer Relationship Software, create and document a conceptual and detailed design, write code based upon a conceptual description of the business logic, evaluate simple interrelationships between programs such as whether a contemplated change in one part of a program would cause unwanted results in another part, maintain confidentiality, and document programming problems and resolutions for future reference.

**Website Design/Developer (Nourished 4 Life)****Pay:** \$9-11/hour**Hours:** 5-8 hrs/weekly (flexible)**Location:** Highland Park

We are seeking a good designer who has HTML and CSS experience, as well as Wordpress, Photoshop, Illustrator, and possibly Fireworks. The intern will create and optimize graphics for the web, create and update pages in Wordpress, and correct problems using HTML or CSS.

**Tech Sales/Marketing (StructurePoint)****Pay:** \$10-15/hour**Hours:** 10-40 hrs/weekly**Location:** Skokie

Assist general manager in daily operations including tech sales, support, marketing, licensing, and servicing published software programs.

**Information Systems Intern (American Orthopaedic Association)****Pay:** \$10/hr**Hours:** 25-30 hrs/week (Monday-Friday, 9am-3:30pm, Jan-May)**Location:** Rosemont

Intern will aid in the migration and implementation of a new Web-based program and website. Candidates must be technically savvy and able to provide administrative and organizational support. Proficiency with Microsoft Office Suite applications, with heavy emphasis on Excel and Access is crucial.

**Information Systems Intern (MABAS)****Pay:** \$12/hr

**Hours:** 10-20 hrs/week; flexible (4-8 months)

**Location:** Wheeling

The intern will assist with workstation and laptop configurations, handheld scanner configurations, servers, and web maintenance.

## **MANUFACTURING/ENGINEERING/CAD/ARCHITECTURE/ETC.**

**Project Manager Internship** (Haldeman-Homme, Inc.)

**Pay:** \$12/hour

**Hours:** 25-30 hrs a week, with 40 available in the summer (generally, 4-6 months in duration)

**Location:** Lombard

We are currently searching for a project manager intern who is currently enrolled in a construction management or related field program. The intern will assist and gain skills in managing projects for a supplier of construction materials and equipment both in the office and out in the field. Responsibilities will include estimating jobs, logging product info into Emanage data base, inducing product purchasing, confirming product order, following site schedule, controlling freight and installation, effectively resolving conflicts within projects, and invoicing. Strong communication and organization skills are required, and candidates must be able to read and understand architectural drawings, and be proficient in Excel and other Microsoft applications.

**Forestry Intern** (City of Highland Park)

**Pay:** \$15.25/hour

**Hours:** 5 days a week, 7-3:30pm; 6 month position

**Location:** Highland Park

Summer intern will receive hands-on experience working directly with the City Forester on a day-to-day basis. One of the main responsibilities will be maintenance of the City's established tree inventory for our urban forest to keep it accurate and up-to-date. The intern assignment requires someone that is self-motivated and proficient in tree identification. Much of the work time will be spent in the field verifying and up-dating current records in the system. In addition, the Forestry Intern is responsible for enforcing Highland Park's Forestry and Grounds related ordinances. The Intern surveys all trees within the City's boundary to identify diseased American elms, dead and hazardous trees and hazardous branches on trees and assists in administering resolutions to these concerns.

**Forestry Intern** (Mount Prospect Public Works Department)

**Pay:** \$12-13.25/hour

**Hours:** 40 hrs/weekly (Summer 2012)

**Location:** Mt. Prospect

Summer intern will update computerized tree inventory database, scout trees for disease, respond to service requests, perform hazard tree evaluations, and work with municipal forestry crews. Candidates should have excellent tree identification skills, some computer course work, and college level training in arboriculture or a related field.

**Engineering Intern** (ATF, Inc)

**Pay:** \$10-15/hr

**Hours:** 20

**Location:** Lincolnwood

The intern will assist in the Applications Lab, reading blueprints and costing and drawing in Auto CAD.

**Apprentice Estimators/Designers** (Altra Steel)

**Pay:** \$10/hr

**Hours:** 20

**Location:** University Park

Apprentices will be responsible for compiling, tracking and maintaining bid packages. They will assist with the adjusting of all construction plans and scopes per Altra Steel standards. These professionals will also perform cost input and cost research during the design process; coordination of estimating, pricing, and project buy-out; establishment of project objectives, and field staff requirements. Should have strong skills in Microsoft Suite including Word and Excel, AutoCAD or TEKLA experience is ideal (but not required), and be able to communicate effectively with construction professionals

**Warehouse Equipment Mechanic Intern (Sysco Foods - Chicago)****Pay:** \$18/hour**Hours:** 38.5 (possibly less)**Location:** Des Plaines

This employee will be responsible for the proper operation and maintenance of all warehouse equipment, mini-loader, pallet wrapping machines, and facility equipment. They will also perform general building maintenance (painting, electrical, plumbing, snow plowing, etc.).

**Maintenance Intern (John Crane)****Pay:** \$11-12/hour**Hours:** 20-32 hrs/week**Location:** Morton Grove

The intern will assist all production departments by putting up signs, affixing pipe labels, updating asset number files, and documenting PM for machine tools and HVAC equipment. Should be able to use Excel and MS Word, have some mechanical aptitude, as well as some classes in engineering or manufacturing, and the ability to lift up to 60 pounds. Experience in an industrial setting is preferred.

**R & D Intern (LCR Hallcrest)****Pay:** \$13-16/hour**Hours:** 12-16 hrs/week (flexible over 3 days; 8 weeks with possibility of extension)**Location:** Glenview

The intern will help develop an automated QC inspection system and will become familiar with Color Space mathematics, the application of new types of Vision Inspection Equipment, and FDA Level Validation Processes. The intern will spend approx. 40% of his/her time learning the OMRONS TRUE Color Vision Tool Language and the OMRONS PLC Ladder Logic Language, and the other 60% programming. Candidates should be self-directed, quick learners, good problem solvers, and have good communication skills.

**Operator 1, CNC Turning (Woodward MPC)****Pay:** \$11.50-15/hour**Hours:** 15-20 hrs/week (16 weeks in duration)**Location:** Skokie

Machining of precision components; intern will use CNC Turning centers and CNC machining cleaners.

**Operations/Risk Management Coordinator (Sysco Foods - Chicago)****Pay:** \$14/hour**Hours:** TBD (some nights are possible)**Location:** Des Plaines

This position will be an admin-type position. Will be trained in the following areas: OSHA compliance (assist with yearly OSHA and PSM programs); Risk Management and Safety (assist with reviewing accident reports, tracking OSHA injuries, accidents and customer incidents, and workers compensation claims); and Operations Administration (reporting of operation metrics and assisting with Fleet and Building maintenance clerical functions). Position requires a self starter with great communication skills, a person that can work well with little or no supervision and an advanced understanding of Microsoft Office suite of products. This position has the opportunity to become full time.

**Operations Supervisor Intern (Sysco Foods - Chicago)****Pay:** \$14/hour**Hours:** TBD (some nights are possible)**Location:** Des Plaines

This position will be a hands-on Operations Supervisor position, getting experience in the Transportation Department (routing deliveries using Roadnet Routing software, assisting with dispatch duties and tracking transportation associates using XATA GPS software, reporting operations metrics, communicating with customers, drivers, and marketing associates, and assisting field supervisors in locating trouble spots), and the Warehouse Department (scheduling appointments, balancing workflow, performing load and pallet audits, leading employee meetings, etc.). This person will work different shifts based on the functional area he/she is assigned to. The hours could include nights. This position requires a self starter, a person with great communications skills and an advanced understanding of Microsoft Office suite of products. Must adapt to change. This position has the opportunity to become full time.

## MARKETING/ PR

### **Social Media Account Executive** (TechEdge Solutions Group)

**Pay:** \$10-15

**Hours:** 20-40 hrs/week

**Location:** Glenview

Interns will assist with Customer Relationship Management – leads, campaigns, follow-ups, proposals, invoices, e-mail newsletters, blog updates, and social media account updates.

### **Marketing Assistant** (IMS Buhrke-Olson)

**Pay:** \$12

**Hours:** 20 hrs/week (half-days)

**Location:** Arlington Heights

The intern will assist with competitive profiling, customer targeting, researching new business opportunities, and will participate in emerging markets business strategy initiatives.

### **Marketing/Internet Marketing Intern** (Elcast Lighting)

**Pay:** \$9

**Hours:** 10-12 hrs/week

**Location:** Addison

A manufacturer of commercial lighting products is seeking a marketing intern with Internet marketing skills, particular SEO (Search Engine Optimization), social media design (Facebook, Twitter, LinkedIn), and web page design. Candidates must have good knowledge of computer/internet technology, and we need a real “go-getter” to move the company from the ground level to computer savvy status via the latest computer technology.

### **Marketing Intern** (Westfield Old Orchard)

**Pay:** \$10-12

**Hours:** 20 hrs/week

**Location:** Skokie

The intern will assist with marketing programs and initiatives that are developed to drive sales/traffic; activating consumer promotions/programs; ensuring all brand standards are followed in communications; supports sales oriented programs and initiatives; and in preparing reports, newsletters, and other marketing documents. Candidates should have college education in Marketing, Business, Communications, or Advertising, demonstrate strong social media skills (Facebook, Pinterest, etc.), be proficient in MS office products and the Internet, and be flexible and able to work events (which may include nights, weekends, and holidays).

### **Marketing/Business Development/Social Media Intern** (Mom Corp Chicago)

**Pay:** \$10-15/hour (also willing to work with those on visas on a volunteer basis)

**Hours:** flexible

**Location:** Park Ridge

The intern would assist with various marketing and business development research and implementation for this new franchise of Mom Corp. Work would be done remotely. Candidates should be familiar with MS Excel.

### **Client Success Associate** (Actonia)

**Pay:** TBA

**Hours:** TBA

**Location:** Des Plaines

We are seeking an intern with Internet Marketing experience, particularly with SEO (Search Engine Optimization).

### **Tech Sales/Marketing** (StructurePoint)

**Pay:** \$10-15/hour

**Hours:** 10-40 hrs/weekly

**Location:** Skokie

We are searching for a sales and marketing oriented e-commerce techie who can assist the general manager in daily operations, such as tech sales, support, marketing, licensing, and servicing published

software programs. We also need assistance in the field of writing proposals, grants, standards, and manuals.

**Marketing Intern (Overture Premiums & Promotions)**

**Pay:** \$10/hour

**Hours:** 15-20 hrs/weekly; flexible

**Location:** Vernon Hills

Are you looking for an internship where you'll learn sales, marketing and business strategies/tactics from experienced and successful (don't forget fun) professionals? If you want to join a growing company where you will have "real" tasks (not fetching coffee), learn more than you can imagine, gain plenty of hands on experience, and potentially secure a full time position, please keep reading! We are always looking for ambitious, hard-working interns that will not only learn and gain plenty of experience, but can also take initiative, provide feedback, implement ideas and work autonomously at times. Interns will develop a foundation in internet marketing (pay-per-click management, search engine optimization, social media), creative branding and traditional marketing campaigns.

**Online Marketing Intern (William Frick & Company)**

**Pay:** around \$9 - \$10 per hour

**Hours:** up to 20 hrs/week

**Location:** Libertyville, IL

The intern will assist with online marketing functions and learn about the fast growing industry of online marketing. This internship requires good writing capability and good knowledge of computer/Internet technology. The company will provide training for highly sought after online marketing techniques.

**IT Market/Product Research (AKA Comp Solutions)**

**Pay:** \$8-12/hour

**Hours:** 10-20 hrs/week

**Location:** Chicago (N. Lincoln Ave.)

The intern will generate new business opportunities through research to increase company's visibility in the market; will create and cultivate relationships with existing, new, and prospective customers; provide timely meetings and follow up to customers; thoroughly complete reports and present findings; and provide customer care and support. May be studying IT, business, marketing, or a related field.

**Technology Festivalizer (Festival Properties)**

**Pay:** commission

**Hours:** 20 hrs/weekly (very flexible)

**Location:** Streamwood

Intern will manage the businesses Facebook account and fan page, and write blogs. Candidates must have access to their own laptop.

**Marketing Intern (Northwestern Mutual Financial Network)**

**Pay:** TBD

**Hours:** 5-10 hrs/week

**Location:** Chicagoland

Seeking a dynamic individual with great organizational and interpersonal skills to assist a full-time financial representative with recruiting and marketing for their team. Candidates must be extremely professional, outgoing, and enthusiastic.

**Marketing Intern (Next Level Planning Group of Lincoln Financial Advisors)**

**Pay:** TBD

**Hours:** 15-20 hours weekly, flexible

**Location:** Chicago (W. Higgins)

Intern will follow an intensive, premier curriculum. Marketing projects and client cohesion are the main focus.

**Creative Copywriting Intern (William Frick)**

**Pay:** \$10/hour

**Hours:** 10-40 hrs/week

**Location:** Libertyville

Spend an exciting summer writing press releases, managing our blogs and social media, and learning marketable skills for after graduation. Under the supervision of the marketing director, you will learn how to

write to make money, how to capitalize for traffic, and how to succeed in today's Internet economy. This is a unique opportunity for good writers.

**Sports Marketing/Street Team** (Chicago Red Stars)

**Pay:** UNPAID

**Hours:** TBD

**Location:** Chicagoland

The Chicago Red Stars is seeking excited, outgoing candidates that will interact with the general public. You will be an integral part for the Chicago Red Stars and all of the grassroots efforts. The street team for the Chicago Red Stars will be attending events throughout the Chicagoland area distributing information and promoting the Chicago Red Stars. Interns will raise awareness and fan support through handouts and promotions at all street team events and will set up and transport the various elements of the Chicago Red Stars Street Team (including: promotional materials, prize wheel, tables, tents, etc) at area events, team practices, festivals, and at all events including tournaments, leagues, and Chicago Red Stars home games. Candidates should be able to communicate in a professional and courteous manner with internal and external staff and clients, have dynamic Public Speaking Skills, have knowledge and interest in the Chicago Red Stars, Women's Professional Soccer, soccer, and the greater Chicago community, and must be willing to travel and work a flexible schedule with nights and weekends.

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**Marketing/Advertising Intern** (Bruce Lawrence Promotions)

**Pay:** TBD

**Hours:** flexible

**Location:** Northbrook

Intern will utilize various graphic skills to produce and send e-blasts, make outside sales calls to new and existing clients, and do some invoicing, purchase orders, and sampling procedures for client base. Company is involved in providing integrated marketing to a niche market.

**Marketing, Technology, and Social Media Intern** (Randolph Sterling, Inc.)

**Pay:** \$8-10/hour

**Hours:** 10-15 hours per week

**Location:** Mt. Prospect

Intern needed to implement various marketing initiatives such as assisting with the management and redevelopment of corporate Web site, development of corporate blog, reviewing and updating current print marketing, copywriting, and managing a social marketing campaign (Facebook, Twitter, and LinkedIn).

**MEDIA/COMMUNICATIONS /JOURANALISM/ ARTS/THEATRE**

**Promotions & Marketing Internship** (97.9 The Loop /WLUPP-FM and WIQI-FM)

**Pay:** Unpaid

**Hours:** 20-30 hrs/week

Interns will be responsible for various office duties such as preparing for station events, contacting contest winners, mailing out prizes, and assisting department staff. Interns will assist with execution of station events, concerts, movie premieres, street festivals, and various sales promotions.

**Multimedia Intern** (Bison Gear and Engineering Corporation)

**Pay:** \$9/hour

**Hours:** 15 hrs/weekly

**Location:** St. Charles

The intern will be creating and assembling a virtual library of all in-house, assembly, production and knowledge trainings. Responsibilities include: assist in Assembling materials and video of all in-house trainings; develop a system of keeping and recording trainings in a library; and assist in learning YouTube and other social media platforms for training and development. Candidates should have a background in communications or broadcasting, strong verbal and written communication skills, working knowledge of Z-Brush Shadow Box a must, and basic Dragon Voice Recognition knowledge.

**Art Education Intern** (Brickton Art Center and Gallery)

**Pay:** UNPAID

**Hours:** 10 hrs/weekly

**Location:** Park Ridge

The intern will assist in organizing classroom materials and supplies, light office work, and promotional events. The intern will learn daily operation so non-profit management and may assist with projects involving

social media initiatives including Facebook, Twitter, etc. Candidates must have excellent customer service and communication skills.

**Gallery Intern** (Brickton Art Center and Gallery)

**Pay:** UNPAID

**Hours:** 10 hrs/weekly

**Location:** Park Ridge

The intern will assist with daily operations in the gallery which include hanging shows, patching and painting walls, light office work, and promotional events. The intern will learn daily operation so non-profit management and may assist with projects involving social media initiatives including Facebook, Twitter, etc. Candidates must have excellent customer service and communication skills.

**Videography Intern** (Overture Premiums & Promotions)

**Pay:** \$10/hour

**Hours:** 15-20 hrs/weekly; flexible

**Location:** Vernon Hills

Are you looking for an internship where you'll learn sales, marketing and business strategies/tactics from experienced and successful (don't forget fun) professionals? If you want to join a growing company where you will have "real" tasks (not fetching coffee), learn more than you can imagine, gain plenty of hands on experience, and potentially secure a full time position, please keep reading! We are always looking for ambitious, hard-working interns that will not only learn and gain plenty of experience, but can also take initiative, provide feedback, implement ideas and work autonomously at times. This intern will contribute to our video development department; tasks include shooting and editing creative product oriented videos.

**Marketing/Promotions Intern** (WSCR-AM 670 The Score)

**Pay:** UNPAID

**Hours:** 20 hours/week (must commit to 12-16 week program; occasional nights/weekends)

**Location:** Chicago

Looking for interns who are interested in pursuing a career in sports marketing and media to assist with promotional events, write commercial copy and on-air promotional mentions, maintain records of listener information, and conduct mailings. Interns must receive college credit for internship.

**Layout Intern** (Cambridge Educational Services)

**Pay:** \$10/hour

**Hours:** 40 hrs/week

**Location:** Des Plaines

Intern will assist the publishing department with layout, formatting, and typesetting books using Microsoft Word, Adobe InDesign, and Adobe Illustrator. Candidates should have experience with MS Office and Adobe Creative Suite, knowledge of the educational market, a 3.0 GPA, and a minimum ACT score of 25 (or SAT score of 1740).

**Journalism/History/Video Production Internships** (Congressman Dold's District Office)

**Pay:** Unpaid

**Hours:** 10 hrs/week

**Location:** Northbrook

The interns will work to create, develop, and produce a series of historical video documentations of constituents in the 10<sup>th</sup> District. Students can expand their knowledge in American history by direct collection of historical records, learn and participate in the daily functions of a congressional office, and be allowed to explore personal creativity on an exciting project.

**Artist and Patron Relations Intern** (Centre East, Inc)

**Pay:** UNPAID

**Hours:** 6-20 hours/week

**Location:** Skokie

Performing arts administration position; intern will take care of patrons, etc.

**Production Intern** (WCIU)

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Intern will research current events, assist with studio and field shoots, assist at sporting events, log field footage, write copy and perform other administrative tasks. Interns are required to attend all live sporting events that occur on the weekends.

**Programming Intern (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Intern will create weekly program schedule, update database, organize contract and department files, and disseminate information to the traffic department.

**Promotion Intern (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Interns will organize and update press for contact information, send press releases, compile contest data, organize and analyze advertising, work with vendors and media pres, and participate at events for station and client promotion.

**Financial News Intern (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Intern will assist in production of morning business show, including segment producing, field producing, writing, research, updating web site, and logging tape. A working knowledge of the financial markets and business is helpful.

**Sales Research Intern (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Intern will research potential companies for sponsorship, research information to enhance sales pitches, and research other media outlets that sell sponsorship packages. Interns will also attend appearances, prepare sales tale, prepare PowerPoint presentations, and proof and file sales contracts.

**On-Air Promotion Intern (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Interns will write creative copy for promos and voice-overs and observe the overall on-air promotional process from concept to broadcast.

**Children's Programming/Production (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Intern should have a strong interest in early education grades 1-2, strong writing, research and communication skills, and an interest in literacy.

**Web Intern (WCIU)**

**Pay:** Unpaid (and must receive college credit)

**Hours:** approx. 20 hours/weekly; minimum 16 weeks

**Location:** Chicago

Intern will include assisting producers in all aspects of production including pre-production, field production, and post-production editing.

**Promotions Intern (94.7 WLS-FM)**

Unpaid internship. Must be available to work a variable 15-20 hours a week, including nights, weekends at events, and during the week. Will coordinate and work onsite events, manage the prize closet, etc.

**Overnight Media Intern (WIND 560 AM)**

Unpaid internship. Intern needed for overnight show (12-4 am) in Elk Grove Village to answer calls, research topics, greet and prepare guests, and read papers and surf the net.

**Media Interns** (93 XRT)

Unpaid Internship. WXRT-FM is looking for winter/spring Interns to be closely involved in all integral areas of a radio station, including Marketing and Promotions, Interactive, Sales, Production, and Programming.

**Promotions Intern** (101.9 The Mix)

Unpaid Internship learning the general functions of the Promotions Department of a radio station. For more information, see [www.wtmx.com](http://www.wtmx.com).

**Sales Intern** (101.9 The Mix)

Unpaid Internship responsible for assisting sales staff in special projects, updating client database, conducting and compiling research into useful sales resources, coordinating mass mailings and general administrative duties. For more information, see [www.wtmx.com](http://www.wtmx.com).

**Sales Intern** (97.1 The Drive)

Unpaid Internship responsible for assisting sales staff in special projects, updating client database, implementing web and streaming sales initiatives, conducting and compiling research into useful sales resources, coordinating mass mailings, coordinating prize fulfillments and contest entries, assisting in the creation of client proposals and recaps and general administrative duties. For more information, see [www.wdrv.com](http://www.wdrv.com).

**Production Intern** (*The Jerry Springer Show* and *The Steve Wilkos Show*)

Unpaid Internship. Intern will research and interview prospective guests, research show topics via phone and Internet, be involved in all show day procedures, and work with guests on the show. Intern must be available at least 3 days a week and have the career goal of a television producer.

**Universal Intern** (*The Jerry Springer Show* and *The Steve Wilkos Show*)

Unpaid Internship. This internship only requires 2 days a week and intern would work in a variety of departments, including research, audience, and production.

**Technical Intern** (*The Jerry Springer Show* and *The Steve Wilkos Show*)

Unpaid Internship. Intern will develop show run downs, log tape, work in control room and backstage during taping, catalogue and retrieve archived shows, and perform office and clerical work. Intern must be available to work each and every show day (Monday, Tuesday, and Wednesday), have knowledge of Microsoft Word and Excel, and have a drive to succeed in the Television Industry.

## **MEDICAL BILLING**

**Part-time Billing Assistant** (Affiliates in Counseling)

**Pay:** \$10/hour

**Hours:** 16 hrs/weekly (4-8 p.m. Mon-Thurs)

**Location:** Northbrook

The assistant will submit insurance claims, greet clients, answer phones, and perform various office tasks for the therapists. The intern will be using QuickBooks.

## **NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES**

**Education Intern** (Starland Creative Center)

**Pay:** Unpaid (but could lead to permanent, paid employment in Sept.)

**Hours:** 3-10 hrs week, 10 weeks (Jan-March) or 22 weeks (Jan-June)

**Location:** Skokie

Our ideal intern would either be an education student with a passion for the arts, or a dance/theatre/music student who is interested in becoming a teacher. We would happily meet with any student who does not fit the above, but has a love for elementary-aged children and an open, caring personality. Our intern would help with setup and organization of the classroom, lesson planning with their lead teacher, leading warm up activities and games with the children during classes, transitions and lunch. Interns may be asked to develop a lesson of their own, or an activity in compliment to the day's lessons. Interns will work with children 90% of their time at Starland and will not be asked to do clerical work, phone calls or customer service.

### **Chicago Children's Museum**

**Pay:** Unpaid

**Hours:** 15-20 hrs week, min 200 hours/3 month commitment

**Location:** Chicago (Navy Pier)

A variety of positions available: Petite Chefs (assist with a cooking program for children and facilitate a range of health and wellness activities); Science Giants (train high school volunteers to assist with interactive science/paleontology programs); Arts and Culture Community Art Display intern; Arts and Culture Maker Month intern; Diversity Initiatives intern; Early Learning (assist with designing drop-in programming); Public Relations Intern; and Student and Educator Programs Marketing Intern.

## **POLITICAL/LEGAL/GOVERNMENT**

### **Congressional Intern** (Congresswoman Janice Schakowsky)

**Pay:** Unpaid

**Hours:** 10-15 hrs/week; a min. of 3 month commitment

**Location:** Evanston

The intern will respond to constituent requests, assist with special projects, attend meetings and events, conduct constituent casework, answer telephones, research information and produce material helpful to constituents, enter data and work on computer, and write constituent correspondence. This is a great way to gain valuable experience, and learn about the federal government, legislation, national and local issues, and how a Congressional office operates.

### **Tenth Dems Intern** (Tenth Congressional District Democrats)

**Pay:** Unpaid

**Hours:** 8 hrs/week

**Location:** Highland Park

General assignment interns may do research, walk door-to-door with candidates, work in campaign offices, staff events and issue forums, and meet many political figures. Specialized assignments are also available in the areas of research, new media, IT management, and political outreach. Computer skills are desirable. The organization is looking especially for applicants with web administration and/or data management skills.

### **Students for Sheyman Intern** (Sheyman for Congress)

**Pay:** Unpaid

**Hours:** 20 hrs/week

**Location:** Waukegan

Students for Sheyman interns will learn, hands-on, what it takes to build a winning Congressional Campaign. We offer diverse roles for qualified candidates to join our Field, Finance, and Communications teams. No political experience or prerequisites required. Interns will learn valuable campaign skills in the following categories: Direct voter contact; Coalition building; Leadership development; Outreach organizing; Event planning; New media strategies and implementation; Fundraising; Media messaging; Large-scale data management; and managing voter registration drives, phone banks and door-to-door canvassing efforts. A detailed application and full description of the accredited roles within our campaign can be found at:

<http://bit.ly/sheymaninternship>

### **Outreach and Development Intern** (Friends of Carol Javens)

**Pay:** Unpaid

**Hours:** Flexible

**Location:** Arlington Heights

Unpaid Internship assisting with letter writing, mail preparation, computer work, event planning, telephone calling, and door to door canvassing for the Democratic candidate for State Representative in the 53<sup>rd</sup> District.