

Internship Opportunities – Feb 2, 2012

(Recently listed opportunities in blue.)

To apply or for more information, contact Shannon McKenzie, Internship Specialist at internships@oakton.edu or 847.635.1404.
Visit us online at www.oakton.edu/internships.

ACCOUNTING/FINANCE/ECONOMICS

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.

Tax Season/Accounting Intern (Friedman and Huey)

Pay: \$13/hour, plus bonus upon successful completion

Hours: min 25-30 hrs/weekly, more if possible especially during peak season; Feb-April

Location: Homewood or Park Ridge

We are looking to hire tax interns to work during our tax busy season (starting in January/February; mandatory training Feb 3 & 4). Our interns receive initial and continuing instruction in both individual and trust (fiduciary) taxation and benefit from an individually assigned mentor for additional one-on-one training for the entire duration of the internship. In the past several years we have hired interns for full-time employment.

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

Human Resource Intern (WINGS Non-profit Program)

Pay: Unpaid

Hours: 8-10 hrs/weekly

Location: Schaumburg

The intern will perform a variety of HR tasks relating to recruitment and selection, retention and employee relations, compensation and benefits, performance management, policies and procedures creation and tracking, recordkeeping, metrics, and other duties as needed. Candidates should be experienced in Microsoft Windows, MS Office, and Outlook.

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.

Client Services (Options Travel)

Pay: \$8-12 hr

Hours: 15-25 hrs week/flexible M-F

Location: Des Plaines

The intern will be responsible for running reports, organizing and filing, assisting travelers with booking tool, and all aspects of being an Account Manager. Candidates should have strong customer service skills, be proficient in Excel, be business orientated, and have the ability to learn new technology and programs. This position has the opportunity to grow into a full-time Account Manager position!

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.

Video Specialist/Graphic Design Intern (Napleton Auto Group)

Pay: \$10/hour

Hours: 40 hrs/week (M-F, 9-5)

Location: Rosemont (and travel to the other dealer locations across Chicagoland)

Napleton Auto Group is looking for a video expert to shoot videos of managers with inventory and employees for our Web sites and You Tube Channel. We'd also like student to have graphic design ability for video enhancement as well as other online advertising projects. We will provide the Video Specialist/Graphic Designer with a computer and camera for project needs, but prefer that the student has access to a vehicle, as we have several locations all over the Chicagoland and Northern Indiana area. Internship to begin Sep. 15 until December when the semester ends; may become a year-long commitment if there is an interest.

INFORMATION TECHNOLOGY

Technology Assistant (Niles Elementary 71)

Pay: \$10-15/hour

Hours: 20-30 hrs/weekly (approx. 18 weeks)

Location: Niles

The intern will support the technology manager by performing computer, iPad, and laptop updates, as well as basic mainframe and program maintenance.

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.

Web Developer (Computerized Business Solutions)

Pay: \$10-12/hr

Hours: 20 hrs/week

Location: Northbrook

The intern will assist with website and mobile application design and development. Candidates should be able to use HTML, ASP, ASP.NET, and other web tools. There is a potential for permanent employment for successful interns

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.

IT and Help Desk (Dubin Residential)

Pay: \$9+/hr

Hours: 16 hrs/week (flexible; could last up to a year)

Location: Chicago (N. Cicero)

Dubin Residential, a Chicago based real estate developer, is hiring an IT Help Desk person who can also handle some administration tasks. Position will handle the IT-related questions and service requests from staff as well as work with the CFO and IT consultant to maintain the IT and computer infrastructure. Position

requires some background experience (at least 2 years) in Windows-based Client Server networks and Windows Operating systems, Active Directory, Microsoft Exchange, VPN, VOIP systems, Firewall, routers, printers, switches and other similar IT peripherals. The position will also require handling corporate service calls relating to the Corporate copiers/scanners, cell phone and mobile account and assisting the CFO and the IT consultant in renewing maintenance contracts, upgrading systems and ordering supplies. Remote VPN access experience may be needed to do this job. Exposure to accounting and admin tasks is a plus.

Web site/Marketing Technician (Panzer Tool Works)

Pay: TBD

Hours: TBD

Location: Mt. Prospect

Seeking an IT and/or marketing student to assist a new inventors group in setting up a Web site, Web pages, and e-mail.

MANUFACTURING/ENGINEERING/CAD/ARCHITECTURE/ETC.

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

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).

Social Media/Marketing Intern (Brilliant Electric Heating and Cooling)

Pay: \$10/hour

Hours: 8-10 hrs/weekly (approx. 14-16 weeks)

Location: Niles

We need a hard-working, creative, and team-oriented, willing to pitch in and help wherever needed. Our intern will be part of our team and may help out with: writing Facebook posts, tweets, and blog entries; brainstorming ideas and strategies; writing copy and sending our e-newsletters; writing content for our website or Facebook tabs; writing copy for direct mail and other promotions; updating customer and other databases; researching marketing ideas; dealing with paperwork; and other marketing duties.

Online Marketing Intern (Brilliant Electric Heating and Cooling)

Pay: \$10/hour

Hours: 8-10 hrs/weekly (approx. 14-16 weeks)

Location: Niles

We need a hard-working, analytical, and team-oriented person who is willing to pitch in and help us out. Our intern will be part of our team and may help out with: planning, implementing, and analyzing the results from our e-newsletters; doing reports about our customers and business strategies; brainstorming about new business strategies; updating our website; planning, implementing and analyzing direct mail campaigns; updating customer or other databases; researching marketing ideas; dealing with paperwork; and other marketing duties

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.

Social Media Intern (Law Offices of Richard A. Crane)

Pay: \$10/hour

Hours: 10-20 hours weekly, flexible

Location: Northbrook

The intern will use social media for business purposes, including, but not limited to Linked In, Facebook, and Twitter, and will establish and administer a follow-up system for prospective clients and referral sources.

Preferred candidate will have some experience with Constant Contact and Outlook, and will be able to work independently and take initiative.

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.

Business Development (Taylor Rehabilitation and Wellness)

Pay: UNPAID

Hours: 10-20 hours weekly

Location: Chicago (W. Irving Park)

Intern will create, implement, and execute a successful marketing program that will increase new patient flow. Candidates should be familiar with sales, marketing, and search engine optimization.

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 /JOURNALISM/ ARTS/THEATRE

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.

Promotions & Marketing Internship (97.9 The Loop /WLUPP-FM and WWWN-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.

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 10th 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.

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.

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.

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: Arts Learning (research, implement, and document Kraft Artabounds Studio family programs); Community Connections (assist with the development of Kraft Free Family Night's programs, to impact low-income and diverse communities); Early Learning (assist with developing curriculum for Pritzker Playspace programs and 'Baby's First Halloween Party'); Movement Intern (prepare, facilitate, and evaluate interactive movement activities – MOVE and Snow Much Fun); Passport to the World (assist with all logistics and operations of the PPTW event); Student and Educator Programs (assist with developing and implementing kit-based field trip experiences).

Administrative Intern (Orthopaedic Research and Education Foundation)

Pay: Unpaid, stipend for travel

Hours: 7-10 hrs week, flexible, no Fridays

Location: Rosemont

Four positions available: Communications (organize digital photos, logos, and InDesign archive); Development (assisting with reviewing, organizing, and soliciting annual individual donors and corporate gifts); Corporate Relations (assist with corporate prospecting and online grant requests); and Grants (assist with grant writing workshop and a fellowship grant program, and assist with preparation of materials and distribution of grants to be reviewed).

Development Intern (North Shore United Way)

Pay: UNPAID

Hours: 20-25

Location: Northbrook

Unpaid internship researching grants and foundations, preparing materials and information for campaigns, and researching new local business opportunities.

Erickson Retirement Community

Unpaid internship opportunities in many disciplines (including marketing, finance, human resources, dining services, residential live, information technology, fitness/wellness, business administration, medical/healthcare, ministry, and security) at Monarch Landing in Naperville, an Erickson Retirement Community.

Hadassah Chicago Chapter

Unpaid internship in Skokie. Several positions available, such as fundraising, membership outreach, education, programming, and advocacy. Seeking students available at least 3 days a week for three or more months who are interested in the non-profit field.

Career Services Intern (Wings, Inc.)

Unpaid internship; WINGS is a non-profit social service agency that serves women and their children who are victims of domestic violence and/or are homeless. Intern will assist clients in securing and maintaining employment approximately two to three hours pre week (some evenings and an occasional Saturday may be necessary). A six-month commitment is required.

POLITICAL/LEGAL/GOVERNMENT

White House Summer Internship Program

Pay: Unpaid

Hours: 40 hrs/week, 9am-6pm M-F, May 29-Aug 10, 2012

Applications due Jan. 22. To learn more, and to apply, visit: <http://www.whitehouse.gov/about/internships>

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 53rd District.