Internship Opportunities – May 16, 2013

(Recently listed opportunities in blue.)

For more information, please visit us online at www.oakton.edu/internships.
Instructions on how to apply to the Internship Program to be considered for any of the below listed positions are on the "Student Information" sub-page (linked on left side).
You may also contact the Internship Specialist,
Shannon McKenzie, at internships@oakton.edu or 847-376-7165.

ACCOUNTING/FINANCE/ECONOMICS

Accounting Intern (BMG Model and Talent)
Pay: UNPAID
Hours: 20 hrs/week (3 months)
Location: Chicago
The intern will assist the front desk and the accounting department with filing, office organization, research, database entry and maintenance. Candidates should have a basic knowledge of office equipment, Microsoft Office, and QuickBooks.

Accounting Intern (3670-3720 Capital Partners LLC)
Pay: $12/hour
Hours: 25/hours week
Location: Chicago (N. Cicero)
The intern will assist with GL Accounting, bank and intercompany reconciliations, QuickBooks, bookkeeping, and other accounting related work. Intern will use Accounting software like Timberline, QuickBooks, and MS Office.

Temporary Financial Analyst (City of Des Plaines)
Pay: $20-30/hour
Hours: 37.5/hours week
Location: Des Plaines
The City of Des Plaines has an immediate need for an analyst to assist the finance department during an organizational transition period that may last through the summer months. The position will perform professional level accounting and financial transaction assignments, and will assist with the preparation of the annual audit and budget, participate in special projects, and assist with the daily operations of the Finance Department. The position will also prepare, review, and analyze various accounting, financial, audit, and ledger reports. This position requires proficient analytical abilities, strong computer skills including Microsoft Excel, and solid organizational skills. The ideal candidate will have experience in municipal finance or public fund accounting and have a bachelor's degree in accounting, finance, or a related field.

Accounting Intern (Door & Window Installations)
Pay: $10/hour
Hours: 15-25/hours week
Location: Glenview
The intern must have a strong knowledge in cost accounting and excellent communication skills. In addition to accounting, the intern will assist with answering phone calls, scheduling, and communicating with field technicians and clients. Candidates should have completed Acct 153 and 154 with a B or better, have a good understanding of general journal entries, knowledgeable in QuickBooks, and be an analytical thinker with good business writing skills.

Accounting Intern (VERO Business Solutions, Inc.)
Pay: $12.50/hour (increases to $14.50 after 60 days)
Hours: 20/hours week; flexible
Location: Northbrook
The intern will assist with the recording of financial information into an accounting software, bank reconciliations, generating payroll for clients, processing and managing accounts payable, client reporting of financial information including preparation of management reports and presentations, month end close

process for clients, invoicing both clients and internal needs, mailing out marketing materials, answering phone calls, and other filing and administrative duties. Candidates must have a strong work ethic, two years in accounting/finance education, strong verbal and written communication skills (bilingual in English and Spanish preferred), and experience with Excel, PowerPoint, and MS Word.

Accounting Intern (GHC Mechanical, Inc.)
Pay: $10/hour
Hours: 12-24 hrs/weekly (between hours of 8-5:30 M-F; min commitment of 2 days a week, 4 hours per day)
Location: Elk Grove Village
The intern will assist the controller and staff accountant in processing accounts payable and accounts receivable, data entry, customer service, and general office clerical duties such as filing. Candidates must know MS Office, be detail orientated, able to follow processes, and have good communication skills.

BUSINESS/SALES

Talent Booking Intern (BMG Model and Talent)
Pay: UNPAID
Hours: 20 hrs/week (3 months)
Location: Chicago
The intern will answer phones, file, do errands, perform clerical work, and assist with database maintenance. Candidates will use Microsoft Office.

Human Resources Intern (City of Des Plaines)
Pay: $10-12/hr
Hours: 30-37.5 hrs/week
Location: Des Plaines
The intern will receive a broad exposure to local government HR operations. The intern will assist with researching and developing employee communications materials, policy research and development, routine HR administrative duties, and special projects. The ideal candidate will be pursuing a degree in Human Resources, Business, or Public Administration, possess a strong public service orientation, and strong customer service, database, and spreadsheet skills.

Office Administrator/Broker Assistant Intern (RE/MAX Masters)
Pay: $10/hr
Hours: TBD, office open 9 a.m. – 5 p.m. M-F, and Sat & Sun
Location: Morton Grove
The intern will answer phone calls, file, print files, assist the managing broker, and make and design office flyers. The intern should be studying business, marketing & sales, graphic design, or a related field, and be proficient in Microsoft Word.

Summer Intern (Pace)
Pay: $10-20/hr
Hours: 30-40 hrs/week
Location: positions available in Arlington Heights, Bridgeview, Chicago, Des Plaines, Elgin, Evanston, Joliet, Markham, Melrose Park, North Aurora, South Holland, or Waukegan
Interns may assist with filing, answering phones, running reports, greeting customers, typing documents, research and gathering data, and attending community events.

Office Coordinator Internship (Kids First Sports Safety)
Pay: UNPAID
Hours: 10 hrs/week (6 month commitment)
Location: Lemont
The intern will assist the Office Coordinator with maintaining the day to day work flow. A successful candidate will be one with a strong work ethic and great communication skills. Responsibilities include; communicating with business partners, and scheduling and organizing Kids First Activities. The Internship requires a commitment of 10 hours per week for 6 months.

Assistant Project Manager Internship (Kids First Sports Safety)
Pay: UNPAID

Hours: 10 hrs/week (6 month commitment)
Location: Lemont
The intern will assist the Project Manager with planning, organizing, and directing all aspects of current projects. A successful candidate will be one with a strong work ethic and is detail oriented. The internship requires a commitment of 10 hours per week for 6 months.

Intern (Northfield Township)
Pay: $10/hour
Hours: 20 hrs/week
Location: Glenview
The intern will assist with general office work, a spring fundraising appeal, projects relating to the township's office relocation, newsletters, and support for fundraising events. Candidates will be expected to use Microsoft Office and Exceed!Basic. We are open to various majors, such as communications, business, human services, management, human services, marketing, social science, etc.

Account Development Coordinator (Communications Finance, Inc.)
Pay: $12/hour
Hours: 12-15 hrs/week
Location: Park Ridge
The intern will participate in weekly sales/marketing meetings, assist in campaign planning, setup and execution, handle salesforce.com CRM information updates, and participate in monthly sales calling campaigns to drive webinar attendance. Interns will be expected to use MS Office suite and salesforce.com.

Front Desk Agent/Customer Service Representative (Comfort Inn O'Hare)
Pay: $9-11/hr
Hours: 20 hrs/week
Location: Des Plaines
The intern will check guests in and out, answer phones, and provide information on local attractions. Candidates must be familiar with MS Office and Internet Explorer. Preferred start date of January 14.

Sales and Marketing (Sherman Dodge Chrysler Jeep Ram)
Pay: $10/hr
Hours: 15-20 hrs/week
Location: Skokie
We have an immediate opening for a highly motivated salesperson interested in a fast-paced outside face-to-face sales to establish new revenue streams. This is an opportunity for the motivated career minded salesperson who is willing to learn and work hard. As a sales rep, you will promote and sell Mopar parts. This is a part-time position with potential for growth for the right person. Candidates must have a valid driver's license and good driving record, strong verbal and written communication skills, professionalism, and a positive attitude.

Sales Intern (McKlein Company)
Pay: UNPAID
Hours: 20 hours
Location: Chicago (Cortland St.)
Company is looking for an intern interested in learning all aspects of the Sales. The intern who fills this position should expect to learn the field from top to bottom, and will complete graduate from this program ready to enter any fast-paced sales firm with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

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 goes on to become a full-time financial representative following graduation.

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.

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

Imaging Intern (BMG Model and Talent)
Pay: UNPAID
Hours: 20 hrs/week (3 months)
Location: Chicago
The intern will assist with retouching, light clerical work, the management of the BMG website, and processing imaging orders. Candidates must have strong skills in Adobe Photoshop and Microsoft Office. Experience in Dreamweaver, InDesign, and Illustrator are a plus.

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 the Adobe CS Illustrator, Photoshop, InDesign or Quark Xpress to collaborate in design development processes with the creative production team. Intern will also run digital print, lamination, and cutting equipment. A familiarity with print technologies, production .pdf and basic knowledge of 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.

Website Design Intern (JensenIT Inc.)
Pay: $9/hour
Hours: 10-40 hrs/week (flexible; but during regular business hours)
Location: Des Plaines
We are constantly creating new Joomla and Drupal ecommerce websites and are looking for a web designer to assist in the creation of new websites and ongoing maintenance as needed. The successful candidate will be a self-starter, creative, with must have a background in website design and development (minimum 1 year experience) required. Branding and marketing a huge plus. The intern will assist with web design, implementation, logos, product/image imports, company eNewsletter design, email blasts, and ongoing website maintenance using programs and languages such as Photoshop, Illustrator, In Design, Flash, Java, CSS, and HTML, and Constant Contact. The successful candidate will be able to use our websites as a showcase for his resume and personal portfolio.

Design and Production Intern (Pax Rodentia)
Pay: $10/hour
Hours: 24-30 hrs/week (between the hours of 10am-6pm)
Location: Evanston
The intern will assist with design and production tasks associated with designing and producing various small/medium-sized businesses, non-profit, and corporate websites in a small size boutique design firm. Candidates must know Photoshop, Illustrator, CSS, and HTML hand-coding. Knowledge of typography and image-making a must. A good understanding of programming concepts is a plus, but not mandatory. Candidates will be expected to show a portfolio for review.

Assistant to CIO (Lights Camera Pixels)
Pay: $10-15/hour
Hours:12-15 hrs/week (possibly 5 hrs a day/3 days a week or 6 hrs/2 days a week – flexible depending on student availability but must be during regular business hours)
Location: Park Ridge
Seeking a graphic design intern to assist with photo stitching and photo editing, using Photoshop. Candidates must be outgoing and intelligent.

INFORMATION TECHNOLOGY

IT Help Desk Intern (3670-3720 Capital Partners LLC)
Pay: $9-12/hour
Hours: 20-24/hours week
Location: Chicago (N. Cicero)
The intern will handle IT related questions and service requests from staff members as well as work with the CFO and IT consultant in maintaining the IT infrastructure of the company. The intern will also handle corporate service calls relating to the copiers/scanners, cell phones, and mobile accounts, as well as assisting the CFO in renewing maintenance contracts, upgrading systems and ordering supplies. Candidates must have experience in Windows based Client Server networks and Windows Operating systems, Active Directory, Microsoft Exchange, VPN, VOIP systems, Firewalls, routers, printers, switches, and other similar IT peripherals. Remote VPN access experience may be needed, and exposure to accounting and administrative tasks will be an added plus.

Information Systems Intern (Duray Manufacturing Inc)
Pay: $10-15/hour
Hours: 16 hrs/week
Location: Chicago (Balmoral Ave)
The intern will work with our current IT consultant to manage our current computer network, both hardware and software, and assist with the implementation of communication and information infrastructure of our upcoming relocation. The ideal candidate would have experience with computer hardware, especially network servers, and multi-client software programs like Microsoft SQL server, ERP systems and telecommunications.

Help Desk Tier 1 & 2 (Tech IT East)
Pay: $10/hour
Hours: 15-20 hrs/week
Location: Chicago (W. Jackson Blvd)
The intern will assist with: installing and removing software from computer systems and networks, diagnose and repair technical issues, plan and implement user networks for companies, provide professional client service via telephone, email, and in person, update hardware and software, troubleshoot computer equipment, and perform data recovery. Candidates should have experience with networks and firewalls, PC servers and work stations, LAN/WAN network architecture, TCP/IP, Microsoft Windows 7, Windows XP, OS X, Mac OS 10, Microsoft Office XP, 2003, 2007, and 2010, Active Directory, Exchange 2010, and Linux.

IT Security Intern (Illinois Student Assistance Commission)
Pay: $15/hour
Hours: up to 37.5hrs/week (flexible)
Location: Deerfield
The intern will acquire skills in security administration practices, and will also provide assistance with some audits and documentation of existing processes. Duties will include preparing security awareness materials, assisting in Privilege Reviews, collecting data for audits and assessments, assisting in remediation activities including Data Loss Prevention Programs, updates to System Security Plan and Business Continuity Plan, and helping with day-to-day information security tasks including requests for encryption and quarantine mail review.

Website Design Intern (Selective Coaching, Inc)
Pay: $8/hour
Hours: 15 - 20
Location: Park Ridge

We are creating a brand new global company related to tourism and are looking for a web designer to assist in creating our international website. The successful candidate will be a self-starter, creative, with background in website design and development. Experience with branding and marketing a plus, but not essential. The Intern will assist with web design, corporate imaging, logos, eNewsletter design, and web design, using programs such as Photoshop, Illustrator, In Design, Flash, and PowerPoint. The successful candidate will be able to use our website as a showcase for his resume and have his/her personal design logo advertised on our website.

Development Intern (Illinois Student Assistance Commission)
Pay: $15-20/hr
Hours: 37.5 hrs/week (can be flexible)
Location: Deerfield
The Illinois Student Assistance Commission (ISAC) is a state agency that administers most of the key state and federal grant, scholarship, loan and prepaid tuition programs available to post-secondary students. We are looking for an IT Intern for the Development team in our Deerfield Illinois location. Our candidate must have experience in application development, SQL (MS/SQL Server preferred), .NET, C#, and Visual Studio. Ideal candidates will also have experience with CMS, VB.NET and VB Project, ASP, HTML, and 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.

MANUFACTURING/ENGINEERING/CAD/ARCHITECTURE/ETC.

Mechanical Design/CAD (Catiad Engineering)
Pay: $10-15/hour
Hours: 20 hrs/week preferred
Location: Wood Dale
The intern will work directly with an engineer in assisting with the design process through understanding of a 3-D design and transforming to a 2-D drawing suitable for manufacturing and understanding of the part for design review. Intern will complete Bill of Material and create assembly drawings. Candidates should have knowledge of mechanical design, and will use MS Office, Auto CAD (highly desired), and SolidWorks 2011 (can help in training).

Manufacturing Planning and Purchasing Intern (Duray Manufacturing Inc)
Pay: $9-15/hour
Hours: 16 hrs/week
Location: Chicago (Balmoral Ave)
The intern will utilize our existing ERP system to generate Material Requirements Plans, to schedule plant production, and to assist our current buyer in material procurement. The ideal candidate would have experience with Production and scheduling modules of computerized ERP system, basic business acumen, and a quantitative aptitude.

Landscape Designer (Vista Landscape Inc)
Pay: 15-20 hrs/week
Hours: TBD
Location: Skokie
Vista Landscape is looking for someone with a passion for landscape and horticulture that is willing to learn and grow with our company. The intern will assist with landscaping designs and projects; assist designer in client meetings, site analysis and contracting high end residential work; and help with the initial building process. Candidates must be able to work in a fast-paced, collaborative environment, be proficient in Microsoft, Dynascape, and Adobe, be pursuing a degree in landscape design, horticulture, or related field, and have knowledge of landscape design, plants, and deciduous.

Machining Trainee Intern (Engineered Plastic Products)
Pay: 15-20 hrs/week
Hours: $10/hour

Location: Elk Grove Village
The intern will actively engage in every stage of the machining process: programming, fixture design, tool selection, run time estimates/analysis, inspecting, and efficiency analysis. Interns will utilize Haas Lathe and Mill CNC equipment, as well as MasterCam programming software.

3D SolidWorks CAD Drafter (La Marche Manufacturing Company)
Pay: 10-20 hrs/week (or more; flexible hours)
Hours: $10-12/hour
Location: Des Plaines
We are seeking an intern with some training in 3D SolidWorks CAD Drafting to help build a library of components. Additionally, the intern will work with and view the components, take measurements directly from units or products in our R&D lab or on the factory floor.

Building Facilities Intern (Galter Lifecenter)
Pay: Unpaid
Hours: 10 hours
Location: Chicago
The intern will assist with facilities research, administrative responsibilities, repairs, and maintenance.

MARKETING/ PR

Marketing Communications Intern (Duray Manufacturing Inc)
Pay: $9-15/hour
Hours: 16 hrs/week
Location: Chicago (Balmoral Ave)
The intern will implement the Duray external communication effort, including our web-site. Plus, become our in-house graphic designer for basic marketing and sales literature. The ideal candidate would have both creative writing skills and computer graphic skills/experience.

Corporate Development Intern (American Orthopaedic Society for Sports Medicine)
Pay: $500 stipend upon successful completion
Hours: approx. 10 hrs/week (flexible), 16 weeks
Location: Rosemont
The intern will assist in securing financial support for programs, including new research initiatives and a growing youth sports safety campaign. The intern will identify productive ways to research, identify, and engage new corporate prospects, and will be responsible for utilizing existing databases and other resources to capture vital information about prospective donors. A strong interest in marketing, development, sponsorships, writing, research, and/or report generation is preferred. Candidates must be professional, detail-oriented, and highly motivated, as well as proficient in Microsoft Office (especially Word, Excel, and Outlook).

Intern (Glenview Chamber of Commerce)
Pay: Unpaid
Hours: approx. 15 hrs/week (flexible)
Location: Glenview
The job of the intern at the Glenview Chamber is to assist the Executive Director and Office Manager in promoting various events and seminars that the Chamber plans. The intern will write press releases and calendar listings, maintain contact with local media outlets, distributing flyers to promote events, assist in event planning, update board books, and organize files. The intern will prepare, label, and mail various program materials and assist with event planning and management of meetings and events, such as the summer street festival. Organization, punctuality, attention to detail and writing skills are necessary attributes. This internship would benefit journalism, public relations, management and marketing majors. Interns can expect to have a better understanding of how the Chamber of Commerce is run, as well experience in promoting events. It is recommended that the intern have a car.

Marketing Intern (Smart Innovation Group)
Pay: $10-12/hour
Hours: 20-25 hrs/week
Location: Palatine

The Marketing Intern will work with the team to execute face-to-face sales to establish new revenue streams. The intern will also assist in the creation of signage, e-mail campaigns, the preparation and distribution of marketing materials. The intern will also perform analysis of marketing and sales data and assist with social media efforts. This is an intern position which has a potential for growth. Candidates should have strong interpersonal and communication skills (both written and verbal), be able to effectively work with customers, team members, and other department representatives within a diverse community, have the ability to create, implements, and analyze different marketing strategies, have social media experience, possess extensive knowledge of Internet researching techniques, and have a valid driver's license and good driving record.

Digital Marketing/Social Media Internship (IGPM Group Inc.)
Pay: $10.50 (plus commission)
Hours: flexible
Location: Elk Grove Village
The intern will promote our business and products via social media. Candidates should understand the social media universe (including Facebook, LinkedIn, Pinterest, YouTube, forums, Twitter, blogs, etc.), have experience in digital media (web, social, mobile), be analytical, creative, and driven, and have excellent written, oral, and visual communication skills.

Marketing Intern (Two Men and a Truck)
Pay: Unpaid
Hours: 10-20 hrs/week
Location: Des Plaines
The Marketing Intern will work closely with the Business Sales & Marketing Manager to oversee the complete marketing plan for the Des Plaines/Chicago franchise, with the objective of promoting all products and services both internally and externally. The intern will review marketing plan and track marketing plan progress and goals, track and evaluate lead sources through various tools, track and report financial results/impact of marketing initiatives, develop and edit customer communications tools, initiate and develop relationships with potential customers and community leaders, help develop, distribute and track all media releases, help execute community involvement and charity events, attend networking events, trade shows and community events as needed, communicate marketing initiatives and information to staff, prospect for local business expansions, relocations, etc. as a source of lead generation, assist with other tasks and responsibilities as needed. Candidates should be familiar with standard concepts, practices and procedures within the Marketing field, be highly creative and motivated, be friendly, professional personality, have exceptional oral and written communication skills and be comfortable with public speaking, have an interest in social media, and be proficient with Microsoft Word, Excel, and PowerPoint.

Marketing Internship (Bolt Associates)
Pay: Unpaid
Hours: flexible
Location: Rolling Meadows
The intern will assist with social media marketing, mailings, newsletters, and general office work.

Customer Relations/Marketing Intern (Renaissance Communication System)
Pay: $9/hour
Hours: 15-20 hrs/week
Location: Franklin Park
The intern will contact existing clients and introduce our products, manage ACT – Customer Resource, and develop and grow marketing efforts. Candidates should know Excel.

Marketing Intern (JensenIT Inc.)
Pay: $9/hour
Hours: 10-25 hrs/week (flexible; but during regular business hours)
Location: Des Plaines
The intern will assist sales manager in daily operations including but not limited to marketing and vender relations. You will be working with leading manufactures in the IT industry such as HP, Microsoft and Lenovo. Intern will be responsible for creating marketing plans for future customer events and marketing product specials using (Constant Contact) email blast platform. Intern will also assist in uploading products, descriptions, and images to ecommerce websites. The selected intern can expect to graduate with the complete understanding of the IT industry marketing cycle from pre-sales to post sales marketing efforts. Candidates knowledgeable with Joomla or other ecommerce management sites preferred but not required.

Marketing Assistant (Koenig & Strey agent Theresa Anderson)
Pay: $9-12/hour
Hours: 10/hrs week (flexible schedule, working remotely)
Location: Glenview
The intern will assist with setting up, organizing, and managing a database in Excel, organizing client files, assembling and mailing marketing materials and brochures, creating letters to clients, creating a file system for business cards, and performing social media marketing. Candidates should be proficient in Microsoft Outlook XP, Word, Excel, and Publisher.

Social Media Intern (North Suburban YMCA)
Pay: Unpaid
Hours: 5/hrs week (flexible)
Location: Northbrook
The intern will be responsible for updating our social media connections (e.g. Facebook, Twitter, etc.) as well as using innovative and creative thinking to come up with new ways to connect with our members.

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.

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.

MEDIA/COMMUNICATIONS /JOURANALISM/ ARTS/THEATRE

Power Point and Communications Project Coordinator (WINGS)
Pay: Unpaid
Hours: 8-10 hrs/week (negotiable/flexible)
Location: Schaumburg
We are looking for someone with advanced PowerPoint skills to redesign our employee, volunteer, and intern orientation materials, hopefully incorporating videos, interactive elements, a quiz, pictures, etc. Someone with experience in graphic design or media communications would be ideal.

Promotions Intern (97.9 The Loop /Q87.7/i101)
Pay: Unpaid
Hours: 20-30 hrs/week
Interns will assist with the execution and preparation of all on-air and online promotions, as well as assist at on-site promotional events. The interns will help with the execution of marketing initiatives for our stations and our clients.

Photography Intern (McKlein Company)
Pay: UNPAID
Hours: 20 hours
Location: Chicago (Cortland St.)
The intern will work in an image library with both the senior photographer and staff involved in collecting and cataloging images. The intern will assist the photographer in the taking of images, by helping to set up photographic equipment, adjusting lighting, etc. The intern will also assist in the electronic cataloguing of

images: scanning, describing, and filing images. The intern will have an opportunity to manipulate and create images using graphic software. Candidates should have basic computer literacy, as well as general knowledge of photography, Adobe Creative Suite Programs: Photoshop, In Design, and Illustrator.

Video & Film Intern (McKlein Company)
Pay: UNPAID
Hours: 20 hours
Location: Chicago (Cortland St.)
Interns will have the opportunity to see a production go from concept through to delivery to the client. We can give you experience in all areas of production, such as: research; filming and production co-ordination; location bookings; short listing and basic editing; transcriptions; concept development; scripting; storyboards and illustrations; camera work; editing; 2D and 3D motion graphics; and grading.

Marketing/Promotions Intern (WSCR-AM 670 The Score/CBS Radio)
Pay: UNPAID
Hours: 25 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.

Field Photographer (Lights Camera Pixels)
Pay: $10-15/hour (plus travel expenses)
Hours: TBD based on client needs
Location: Park Ridge
The intern will assist with high resolution pano photography and commercial grade still shot photography. The intern will be expected to use fish eye lens and a DSLR camera, and must be outgoing and intelligent.

MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES

Medical Records Facilitator (Doctors of the North Shore)
Pay: $11-14/hour
Hours: 20-25 hrs/weekly (preferably between hours of 9am-3 p.m. Mon-Fri)
Location: Morton Grove
Our busy internal medicine practice is looking for a Medical Records Facilitator who is dependable, responsible, and who is dedicated to providing excellent customer service to our patients. The intern will maintain efficient day-to-day processing of both electronic and paper patient health information through faxing, scanning and indexing patient medical records, including inpatient, emergency, outpatient surgery and outpatient medical records, and will work with physician offices, hospitals and patients to coordinate requests for patient health information. Candidates should have excellent verbal and written communication skills, familiarity with medical terminology, good typing and data entry skills, good computer skills (Windows experience preferred), and a strong work ethic. One year of relevant experience preferred.

Community College Internship (Fermilab)
Pay: Paid
Hours: June 3-Aug 9, 2013
Location: Batavia
Interns have an opportunity to work on projects that support particle physics experiments in areas such as applied physics, engineering and computing. Working with Fermilab scientists or engineers, interns have an opportunity to experience current research methods and study problems of particle physics research. Also, Fermilab offers a few internships in environmental studies. Interns are selected for their outstanding scholarship and their interest in science, technology, engineering or mathematics. More information can be found at: http://ed.fnal.gov/interns

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES/

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: Family Programs (help develop, prepare, manage, and evaluate public programs relating to pets and small animals in conjunction with a new exhibit); Arts and Culture intern (assist with the Kraft Artabounds Studio family programs), Graphic Design intern (must own a Mac laptop with Adobe Creative Suite 5), Visit Options Intern (coordinate and market a new set of visit options for schools, community organizations, and other educational institutions), Health and Wellness Intern (assist with a health and wellness fair and other related events and activities).

Library Assistant (Ida Crown Jewish Academy)
Pay: Unpaid
Hours: Approx. 5 hrs/week (between the hours of 12-5:30 M-F)
Location: Chicago (Pratt)
The intern will assist with shelving books, checking books in and out, and scanning articles.

After School Tutoring/Mentoring (Greater Wheeling Area Youth Outreach)
Pay: Unpaid
Hours: Approx. 3-4 hrs/week (at least a once a week commitment)
Location: Palatine
The tutor/mentor will assist at-risk students in improving academic and life skills, as well as assisting in fundraising and related activities for the Dream Maker's program.

POLITICAL/GOVERNMENT

Intern (Congresswoman Tammy Duckworth)
Pay: Unpaid
Hours: TBD
Location: Schaumburg
This program, open to undergraduate and graduate students of all academic disciplines, is available year-round and offers the extraordinary opportunity for those interested to experience the daily operations of a Congressional office firsthand. Interns will likely be placed according to their skills and interest to assist the office in casework, scheduling, community outreach, or press and communication.

Intern (State Representative Laura Fine)
Pay: Unpaid
Hours: 10-12 hrs/week (preferably 2 days a week Tues-Fri)
Location: Glenview
An internship at Representative Fine's district office will be a valuable work experience and provide interns with the opportunity to learn about the state government, legislation and state and local issues. Responsibilities include: researching legislative issues and policy initiatives, drafting responses to constituent correspondence, addressing constituent problems involving state and local agencies, logging constituent e-mails, letters, and phone calls into constituent database, and performing routine administrative functions.

Congressional Intern – District Office (Congressman Brad Schneider)
Pay: Unpaid
Hours: 10-20 hrs/week
Location: Lincolnshire
The intern will have a challenging and unique experience working with district staff in casework, grants, outreach, event staffing, general office work, front desk management, and projects for the Congressman.