

Internship Opportunities – June 13, 2024

Recently listed opportunities in blue

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

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

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

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

Accounting and Finance

Public and Professional Business Services

No listings at this time

Automotive

Manufacturing, Facilities, and Automotive

No listings at this time

Business, Human Resources, and Sales

Public and Professional Business Services

Title: Sales and Service Administration Intern

Employer: Golan's Moving and Storage

Pay: \$15-20/hr

Hours: up to 20 hrs/wk possible (16+ weeks)

Location: Skokie

List Date: April 20, 2024

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

Title: Retail Sales Associate

Employer: Rouzati Rugs

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

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

Location: Wilmette

Rouzati Rugs is a reputable family business - providing high-end and practical rugs for home décor, along with top-rated cleaning and restoration services for over 40 years. As a sales representative, you will have access to the most prominent interior designers, clientele seeking carpeting for their home projects. Our team is made of friendly people with great energy.

Responsibilities: Becoming familiar with our new and existing collections and samples, taking on existing accounts and servicing them professionally, bringing in new accounts through any traditional and creative new methods, working with top interior designs in the North Shore on various projects, measuring staircases and rooms for in-home estimates.

Qualifications: Interns should be proficient in time management, organization, have clear and concise communication skills, and a passion for learning our craft and working with people in a respectful and kind manner. Ideal candidates will have some sales experience and familiarity with basic systems like Windows, Mac OS and Google Suite, with a willingness to learn new systems.

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

Pay: \$18/hr

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

Location: Mount Prospect

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

Communications and Journalism

Humanities and Languages

No listings at this time.

Education

Social and Behavioral Science and Education

Title: Math Instructor/Tutor Intern

Employer: Mathnasium/Schoolhouse4math

Pay: \$15-16/hr

Shifts per week: 2 to 3

Shift length: 3 hours long, so total of 6 to 9 hours per week

Hours: 3pm or later, flexibility of which days

Location: Glenview

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

Title: Autism Support Professional (Intern)

How many positions? Hiring 1 or more at each location listed below.

Employer: North Shore Pediatric Therapy

How long? 12-week program

Pay: \$16-19/hr

Hours: 12 to 20 hours/wk

Flexible? Yes, flexible which days and times, but hours needed are during Monday – Friday, 3pm – 8pm and/or all-day Saturdays.

Location: Multiple locations, all hiring interns! Arlington Heights, Chicago (in Bucktown), Deerfield, Des Plaines, Evanston, Glenview, Lincolnwood, Lake Bluff, Naperville, and Vernon Hills.

Internship description:

Gain invaluable hands-on experience working 1:1 with children on the autism spectrum. Learn and apply principles of behavior analysis and behavior therapy to make a real difference. Enjoy the unique opportunity to shadow our interdisciplinary therapy teams, including specialists in Applied Behavior Analysis (ABA), Neuropsychology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology for at least 30 minutes a week. This offers a rounded view of pediatric therapy approaches and treatments. Our comprehensive 12-week program is aimed at providing a deep insight into autism therapy and can be extended, opening the door for continued learning and experience.

Qualifications: Basic computer skills are required, but more importantly, we're looking for individuals eager to learn new technologies and therapy techniques to better assist the children in our care. This internship is not just about gaining practical experience; it's about making a tangible difference in the lives of children and their families. Looking for a student wanting to explore a career in assisting children on the autism spectrum and who has personality, drive, enthusiasm, and reliability.

Title: Early Childhood Education Intern

Employer: Sugar Plum Tree Preschool, Inc.

Pay: \$15-20

Days: M- F

Hours: 20 hours a week (preferred hours: 8am – 12pm or 3 to 5:30pm)

Length of Internship: 16 weeks – **preferred start date is 06/15/24**

Location: Park Ridge, IL

Internship site description:

“We are a day care center and have been open 48 years. Our students are 18 months to 5 years. We have a very stable and knowledgeable staff. Our school is located in the lower level of Redeemer Lutheran Church. There are four classrooms and a very large gymnasium we use daily Mon.-Fri. We have an outdoor playground. We follow the Illinois Early Learning Standards in our curriculum.”

Responsibilities: Assisting classroom teachers, reading a story, planning a craft, science project, math exercise, etc. As the student becomes comfortable in the classroom, the teachers would assign tasks to give the opportunity to plan and carry out a learning activity. Following through on a learning activity, assessing the results in order to improve.

Training provided: Observing the classroom teachers as they carry out their planned curriculum. Taking part in planning curriculum and other activities. Attending any workshops that become available for staff including teachers meetings. Time to discuss curriculum or issues with the classroom teachers or Director. The childcare center uses Brightwheel to communicate with parents, and staff would teach the student on to use that system.

Qualifications: Teamwork skills/Ability to work well in groups. At least one course in Early Childhood Education.

Assistant Teacher (Grace Preschool)

Pay: \$15 to \$20/hr

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

Location: Des Plaines

Our teacher’s assistants work with the classroom teacher to create the play-based curriculum so that each child can develop his/her whole being mental, social, emotional and physical to his/her full potential. As the assistant, you will be responsible for implementing the classroom daily activities as directed by the teacher.

Qualifications: Besides having a passion for preschool children, you must be well organized, creative, an effective communicator, and able to work with the other staff members. The preschool is one of the church’s ministries and as such, has Christian’s aspects woven into its program. Hands-on experience in early childhood program – preschool preferred. Relevant education or combination of education and experience such as: High school diploma. Some early childhood college classes preferred.

Pleasant/friendly demeanor and an outgoing personality. Highly professional and dependable. Well organized and creative with good written and oral communication skills. Must be able to interact appropriately with students of all ages and skill levels as well as with parents and fellow staff members. Member of Gateway to Opportunity (reporting of professional development hours). Successfully pass background check.

Key Responsibilities / Duties: Work with the teacher and other staff members to understand the program goals and objectives as well as implementing the curriculum. Maintain a physical environment that is conducive for implementing the school’s program and conforms to governmental and school’s

standards of safety and cleanliness. This includes the arrangement of the room, its décor and bulletin boards. Comply with all local, state and federal laws related to the school's operation. Effectively communicate with the students, their parents, and other staff members. This includes assisting with the publication and distribution of monthly newsletter, maintaining developmental portfolios for students, and attending staff meetings. Assist the teacher to develop progress reports for each child 2 times a year and participate in the face to face parent-teacher conference for the students. Work with the teacher and/or director to appropriately address parent, child, and fellow staff members concerns in a timely manner. Assimilate arriving children to the school environment by warmly welcoming them and selecting activities of interest to them. Prepare materials and ensure the class room is ready for the next class including setting up the curriculum areas and performing the necessary cleaning such as sweeping and vacuuming. Assist the teacher to ensure the preschool equipment and supplies are available and maintained. Successfully complete the necessary in-service training as required by the Director and state law such as CPR, first aid, Epi pen, food preparation and bloodborne pathogens. Continue professional development through reading, attending pertinent courses, workshops and conferences, and participating in professional organizations. Actively recruit potential students to fill the classroom to capacity. This may include attending local marketing events such as preschool related fairs and following up on any inquiries. Perform other duties as assigned by the teacher or director.

Engineering

Science, Technology, Engineering and Math

No listings at this time.

Environmental Studies

Title: Environmental Policy Research and Support Intern

Employer: Run on Climate (nonprofit)

Employer description: Run On Climate's mission is to build the climate movement by empowering those devoted to climate justice with the skills and resources they need to move their community off of fossil fuels as quickly as possible. We work at the local level in communities across the country by supporting candidates, collaborating with elected leaders, and expanding the influence of climate justice advocates.

Location: REMOTE

Pay: Unpaid educational internship

Preferred field of study/major: Environmental Studies or Political Science

Skillsets or characteristics employer is looking for: Leadership skills, strong writing skills, ability to work independently, and ability to work well in groups. Some knowledge of climate change and/or public policies a plus.

Posting date: June 13, 2024

Amount of hours per week: Flexible, 10 – 20 hours per week

Preferred hours: Flexible hours, but needs to be done Monday – Friday. Some of the hours need to be between 9 to 5.

Length of Internship: 16 weeks

Internship description: As the Environmental Policy Research and Support Intern, a student can expand their knowledge of local climate politics, build meaningful connections, explore a career in climate organizing or non-profit management, and develop relationships with various individuals and

organizations across the climate justice movement. Student interns are tasked with conducting research on bold local level climate policies across the country, compiling research and for publication on our website. They will collaborate with and interview local level elected officials for their research requests and general support.

Training provided by employer: There will be an onboarding and introduction meeting for each individual intern to get initial support and guidance for the internship. They will be trained on how to compile their information and reach out to officials, as well as any other support that is needed throughout the internship. Technology used will include Google Workspace (ex. Google Meet, Google Docs, Google Sheets, Google Chat, and Google Calendar), and training for these will be provided if students are not familiar with the Google Workspace applications. They will always have a weekly 30-60 minute meeting with Jack, their supervisor, and opportunities for mentoring if they'd like to set up additional meetings.

Graphic Design, Photography and Videography

Fine, Performing and Applied Arts

Side note, you may also want to look at the "Marketing" section of this document.

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

Health Careers and Nursing

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

No listings at this time.

HVAC

Manufacturing, Facilities and Automotive

No listings at this time.

Information Technology and Computer Science

Computer and Information Technology

No listings at this time.

Law Enforcement, EMT, Paramedic and Fire Sciences

Public and Professional Business Services

No listings at this time.

Manufacturing and Computer Aided Drafting

Manufacturing, Facilities and Automotive

CNC Operator (Contact USA)

Pay: \$20-24/hour

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

Location: Elk Grove Village

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

Assistant Project Manager (Design Group Signage)

Pay: \$18/hr

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

Location: Des Plaines

The intern will assist the project manager on all duties and gain experience in: working with vendors, clients, and managing both small details and large picture items in construction projects; filing permits and getting permit approvals; maintain an organization system, track project updates, and have clear communication with all parties on projects; help develop a quality control and assurance procedure and policy and be a part of implementation; work directly with all departments to maintain internal project updates.

Training provided: All training will be provided per the projects/activities assigned to the intern.

Incumbent will learn how to track projects internally and externally, manage spreadsheets for updates, how to talk to clients via email/phone/in person, how to talk to vendors, etc. Mechanical/ electrical / technical knowledge will be provided.

Assistant Designer (DDK Kitchen Design Group)

Pay: \$12/hour

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

Location: Glenview

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

Marketing and Public Relations

Public and Professional Business Services

Title: Digital Marketing, Social Media, and Content Creator Intern

Employer: Chicago Male Clinic (medical health and wellness clinic for males)

Preferred field of study/major: Marketing, Graphic Design, Communications
familiarity with social media such as Facebook, Instagram, and Tik Tok

Skillsets employer is looking for: Personality/drive/enthusiasm, leadership ability/ability to work independently, problem-solving, critical thinking, and communication skills.

Preferred, but not required skills: Bilingual and strong writing skills in the other language (Spanish or other language).

Pay: \$15 - \$19 per hour

Posting date: May 21, 2024, but still hiring

Amount of hours per week: Flexible, 10 – 20 hours per week

Preferred hours: Flexible hours between 10 a.m. and 5pm (Monday through Friday), with at least 2 hours per shift).

Length of Internship: 8 to 16 weeks for internship (can be discussed). Also, possible opportunity to continue with the clinic as an on-going job.

Location: Skokie

Internship description: This is an opportunity for a student to be a marketing assistant and to learn small business practices, how to be an entrepreneur, and about the medical field /health and wellness/ men's health from A – Z. Student will have the opportunity to put into practice digital marketing and advertising education, explore AI, graphic design, photography, video editing, creating newsletters, creative writing, creating social media content, and how to go about radio, TV, and newspaper advertising locally.

Training provided by employer: Video production and editing, photography, Canva graphic designs, and online software for social media.

Title: Creative Marketing Intern

Employer: Erasore, LLC (Health and Wellness Education and Consulting business)

Pay: \$10-\$17

Posting date: May 13, 2024

Days: Flexible which day or days, but needs to be done during Monday through Friday. Supervisor not available Saturday or Sunday.

Hours: 5 to 10 hours/week (flexible hours)

Length of Internship: 8 to 16 weeks for internship (can be discussed). Also, possible opportunity to continue with the clinic as an on-going job.

Location: Skokie

Preferred field of study/major: Marketing and business.

Ideal candidate/skill sets: Ideal intern would be proficient and/or capable of learning independently Cap Cut for video editing and Microsoft Power Point. Ideal candidate would be media savvy about the power of social media and how to use it to promote a business and have some video and editing skills to publish on Youtube and Instagram. Looking for a student with Personality/Drive/Enthusiasm, Reliability.

Internship description: Help edit and organize a video library, assist with A-V during presentations, help coordinate and promote an on-line presence via social media and grassroots marketing, help establish fee rates and structure through competitive industry research and set up payment options on social media. Additionally, through learning about Erasore's mission and approach, brainstorm and add creative ideas re. scouting business opportunities for additional revenue streams.

Training provided: Work closely with this independent and unique start up company to help solve and address health and well-being; the physical and the emotional needs of employees, in today's market.

Extra benefits outside of assigned job duties: Networking, exposure to a variety of businesses, beefing up resume and LinkedIn profile

Museum Studies

Fine, Performing and Applied Arts

No listings at this time.

Paralegal Studies

Public and Professional Business Services

No listings at this time.

Political Science and Government

Social and Behavioral Science and Education

Title: Environmental Policy Research and Support Intern

Employer: Run on Climate (nonprofit)

Employer description: Run On Climate's mission is to build the climate movement by empowering those devoted to climate justice with the skills and resources they need to move their community off of fossil fuels as quickly as possible. We work at the local level in communities across the country by supporting candidates, collaborating with elected leaders, and expanding the influence of climate justice advocates.

Location: REMOTE

Pay: Unpaid educational internship

Preferred field of study/major: Environmental Studies or Political Science

Skillsets or characteristics employer is looking for: Leadership skills, strong writing skills, ability to work independently, and ability to work well in groups. Some knowledge of climate change and/or public policies a plus.

Posting date: June 13, 2024

Amount of hours per week: Flexible, 10 – 20 hours per week

Preferred hours: Flexible hours, but needs to be done Monday – Friday. Some of the hours need to be between 9 to 5.

Length of Internship: 16 weeks

Internship description: As the Environmental Policy Research and Support Intern, a student can expand their knowledge of local climate politics, build meaningful connections, explore a career in climate organizing or non-profit management, and develop relationships with various individuals and organizations across the climate justice movement. Student interns are tasked with conducting research on bold local level climate policies across the country, compiling research and for publication on our website. They will collaborate with and interview local level elected officials for their research requests and general support.

Training provided by employer: There will be an onboarding and introduction meeting for each individual intern to get initial support and guidance for the internship. They will be trained on how to compile their information and reach out to officials, as well as any other support that is needed throughout the internship. Technology used will include Google Workspace (ex. Google Meet, Google Docs, Google Sheets, Google Chat, and Google Calendar), and training for these will be provided if students are not familiar with the Google Workspace applications. They will always have a weekly 30-60

minute meeting with Jack, their supervisor, and opportunities for mentoring if they'd like to set up additional meetings.

Paid Fellowship (Senator Ram Villivalam)

Pay: \$15/hour

Hours: 20 hrs/week

Location: Chicago

The intern will work with staff members to engage with constituents, help with case intake, and provide critical services. They will also assist in compiling federal, state, and local resources to share with constituents as well as help plan, organize, advertise, and attend various events and meetings in the district. This fellowship includes the wonderful opportunity to research a topic area you are interested in and write a policy proposal to present to Senator Villivalam. Preferred field of study/major: Political Science, Communications, Justice Studies, English. Applicants must be passionate, self-motivated, hardworking, and detail oriented with strong writing and organizational skills. Prior service experience (in a government office or similar setting) preferred but not necessary. Additional opportunities provided include training on iConstituent software, networking, workshops and mentoring.

Science and Nanotechnology

Science, Technology, Engineering and Math

No listings at this time.

Social Science, Human Services and Non-Profit

Social and Behavioral Science and Education

Title: Autism Support Professional (Intern)

How many positions? Hiring 1 or more at each location listed below.

Employer: North Shore Pediatric Therapy

How long? 12-week program

Pay: \$16-19/hr

Hours: 12 to 20 hours/wk

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Theater

Fine, Performing and Applied Arts

No listings at this time.