Internship Opportunities – Oct 25, 2018
(Recently listed opportunities in blue.)

For more information, please visit us online at www.oakton.edu/internships.
Instructions on how to apply are on the Student Information page.
You may also contact the Internship Specialist, at internships@oakton.edu or 847-376-7165.

ACCOUNTING/FINANCE/ECONOMICS

Administrative & Accounting/Bookkeeping Assistant (Applied Thin Films)
Pay: $10-13/hour
Hours: 20 hrs/week (16 weeks)
Location: Skokie
The intern will serve as the front office manager. Candidates should have proficiency in MS office products and accounting software (Peachtree and Excel), as well as excellent verbal and written communication skills.

Project Accountant (Tax Wizard)
Pay: $9-12/hour
Hours: 20 hrs/week (between hours of 9-5 M-F; 16 weeks)
Location: Skokie
The intern will assist with payroll set up, request data from clients, file annual reports and form limited liability companies and corporations through secretary of state, department of revenue registrations, and other administrative tasks related to the field.

Project Accountant (The Dubin Guru Group)
Pay: $12/hour
Hours: part or full-time (between hours of 8:30am – 5:00pm M-F)
Location: Northbrook
The intern will be assisting the CFO/Partner for a small real estate office with the Sage Timberline Job Cost accounting for a real estate projects in Minnesota, West Virginia and Illinois. The candidate will also assist the CFO in preparing budgets new projects. The job includes being a team member of the Real Estate Development group involved in multi-family residential and mixed-use projects. Must have MS Excel software hands on experience. The successful candidate must have worked in real estate environment for at least 2 years and must be familiar and experienced with QuickBooks, MS Office including Excel, Dropbox etc. Only candidates meeting the requirements will be contacted but exceptional interns who are willing to learn please apply.

BUSINESS/SALES

Branch Manager (College Works Painting)
Pay: Commission/Profit Based ($4,000 minimum guaranteed)
Hours: 12-18 hrs/week in Spring and 40 hours in Summer (training either Feb 1st or March 1st)
Location: Chicago
Each selected manager will oversee the marketing, sales, management, and customer relations of a house painting business in their hometown. Training will be provided to each manager on the basics of running a business. Each manager will work closely with their district manager in the field to master the necessary skills to be successful. It's very important the student demonstrates: excellent communication skills; tremendous work ethic; and a willingness to learn. Preferred qualifications include: overall good student (high school GPA of 3.0+); work experience (does not have to be relevant to major); and has worked over 30 hours in a job before. We provide both class room style and in the field training. Interns will be paired with a District Manager who is responsible to train, manage, and coach each "branch manager" to their own success in running their own small painting branch. Each intern will learn the in's and out's of running a business. In addition, each manager comes out having a repertoire of transferable skills to use in any sector they go into in the workforce including (but not limited to): leadership, professional communication, project management, customer relations, problem solving, etc. Each intern will have the opportunity to meet
students from other universities in Illinois and Indiana. Later in the program, we meet and network with interns from our Great Lakes division made up of Illinois, Indiana, Wisconsin, and Michigan.

**Global Forwarding Intern** (C.H. Robinson)
**Pay:** $15/hour  
**Hours:** 15 hrs/week (Fall 2018)  
**Location:** Wood Dale
As an intern, you will facilitate international commerce for some of the world’s most prominent companies. This business experience will allow you to gain knowledge that will benefit you for a lifetime. The intern will be a part of a hard working team, receiving the support and development needed to learn the global freight forwarding business. During your tenure, you will learn to manage and optimize our customer’s supply chains. Interns will be exposed to multiple facets of the logistics and transportation industry, such as: operations management; building industry and customer relationships, compliance regulations; documentation; customer service skills; and problem solving skills. Preferred candidates will: be undergraduate education with fewer than 30 credits remaining towards graduation; be undergraduates pursuing a business, supply chain, logistics, communication or related major; have excellent communication skills, verbal and written; possess the ability to thrive in a deadline-driven, team environment, while also delivering independent results; be self-motivated, driven, and enthusiastic; and have a high attention to detail and the ability to multitask

**Project Coordinator** (Dana B. Davidson CPA Co.)
**Pay:** $9-14/hour  
**Hours:** 15-20 hrs/week (3 months)  
**Location:** Northbrook
The intern will assist in the planning and execution of an office relocation: managing the project task spreadsheet, monitoring the progress of tasks, serving as point contact for questions, disseminating information, facilitating interactions, organizing and packing files. Students can be studying accounting/finance, project management, event planning, business, or a related field.

**Research/Operations Assistant** (Arlington Capital Management)
**Pay:** $12/hour  
**Hours:** 16-24 hrs/week (between hours of 8:30-5pm; 3 months or longer)  
**Location:** Arlington Heights
The intern will participate in research activities related to ACM’s proprietary investment strategy, and assist with operations in support of our investment advisory clients. Duties will include: participating in portfolio simulation audits; assist with stock and Exchange Traded Fund (ETF) research; assist with maintenance of our proprietary stock and research database; assist with audit and maintenance of key records; and other duties to be determined. This position will provide invaluable business experience, and could potentially lead to full time employment after graduation. The ideal candidate will be a self-starter with a strong desire to learn. This position is suited for a student with strong math skills, knowledge of Microsoft Excel, Word, and to a lesser extent, PowerPoint. Candidates can be studying finance or general business.

**Intern** (DarvasInteriors)
**Pay:** $7-8/hour  
**Hours:** 4-5 hrs/week (prefer 1 year commitment)  
**Location:** Skokie
The intern will assist with general office assistance on the computer and be the social media liaison.

**Reception Intern** (Akrete)
**Pay:** $12/hour to start (opportunity for promotion to Senior Intern at $15/hour)  
**Hours:** 40 hrs/week (generally 8:45am – 5:00pm M-F, with some flexibility for classes)  
**Location:** Evanston
Full-time position ideal for a student working full-time to pay for their education. Daily responsibilities include front desk, answering phones, general office work. Responsibilities also include PR, Marketing and Social Media projects as assigned, and opportunity to take on increasingly challenging assignments and learn more about the industry. Training in PR, Marketing and Business topics will be provided as part of Akrete University program on a schedule determined by Akrete. Reports to the Assistant to the CEO. Some work experience is ideal, particularly if clerical or customer service. Basic working knowledge of PR and/or Mac platforms and use of basic Microsoft Office is essential; other software and digital media skills are a bonus.
HR Intern (Speedway)

Pay: $11+/hour
Hours: 35-40/week (for summer interns; 10-12 weeks; start May)
Location: Bloomingdale

The Human Resources intern will spend time working with the local recruiting centers as well as with the Region HR Advisor. The intern will be able to shadow these individuals and spend time learning their roles and responsibilities. After training, the intern may be given some projects to complete on their own including but not limited to wage surveys, job fairs, and other HR related projects. In addition, there may be some light clerical work involved.

Insurance Agency Intern (Michael Gulo State Farm)

Pay: $8/hour, plus commission, bonus, and monetary rewards
Hours: 23/week (M-Th 1-6pm, Fri 1-4pm; opportunity to grow into full-time career)
Location: Rosemont

We help people manage everyday risk. Our exclusive "Your World" conversation uncovers and educates our customers on the 7 major risks that could affect their family, income and assets. We will build a wall of protection around their family so no risks can affect them financially. Interns will eventually go through our entire training platform. They will learn our 3 Pillar system, starting with Pillar 1 (Sales Starter). Pillar 1: Master the Strong Opening Statement and Objection Killers, learn the 3 CPR questions and perfect the "Pre-Close." The intern will do cold calls, quote sheets, and live transfers. We would like to see an average of 30 calls per hour or roughly 1 quote request per hour. Once a prospect is transferred to a Closer, the Sales Starter will listen in on the "Your World" conversation. (Pillars 2 and 3). The biggest benefit to taking this internship goes beyond all of the training, networking and our mentoring. This intern will have an opportunity to learn from a growing agency that takes a unique approach to selling. This internship will prepare the intern to have an opportunity to own a $1 million business. If owning a business is their goal, we'll do everything to train them for an opportunity of a lifetime.

Brand Promotion and Sales Intern (Mesogeo Imports)

Pay: $10/hour
Hours: 8-16 hrs/week (4-16 weeks; hours TBD but will include weekends; preferred start date Feb 2018)
Location: Northbrook

The intern will assist with promotional events with product tasting to create brand awareness with the possibility to develop into a full time sales position.

Business Development Intern (CareVitality, Inc.)

Pay: $9/hour
Hours: 18-20 hrs/week (10am-4pm; 3 months; preferred start date Feb 2018)
Location: Skokie

CareVitality (www.carevitality.com) is seeking Business Development Interns. Each intern will be trained in the service offerings they will be positioning to practices. The major offerings will be to help transition medical practices from fee for service to value based care to include the most popular areas of need in the medical practice space (Data Security & Care Management). Each intern will be assigned a set number of practices they will be responsible calling into and marketing our services. Based on the set of practices they are given will depend on which services they will be responsible for discussing with the clinics. For clinics that are interested in learning more they will begin the sales process by sending the follow up materials and following up to schedule the second meeting with the head of sales who will work to close the opportunity. Candidates could be studying business, marketing, management, health information technology, or related fields but should be proficient in Microsoft applications such as using Outlook for email and Word for writing letters.

Personal Assistant (Pathways to Successful Living Seminars)

Pay: $9-12/hour
Hours: 20 hrs/week (10-16 weeks)
Location: Vernon Hills

We are looking for a business major to support us with putting together marketing materials, form letters and brochures for business seminars, doing research to find leads for business seminars, and additional executive assistant tasks. The intern will assist with social media, maintaining an internal database (Access), working with the Asana Project Management System, performing google drive functions, and other secretarial functions.
Brand Ambassador Intern (UCapture)
Pay: $10/hour
Hours: 3-5 hrs/week (16 weeks or longer)
Location: on campus
UCapture seeks self-motivated student leaders to work as “Brand Ambassadors” to engage and educate their campus community about our positive environmental impact. As a Brand Ambassador with UCapture, you’ll lead grassroots student engagement efforts on your campus through tabling events, activity fairs, and speaking in classes, club meetings and other gatherings. You’ll become an expert in our platform, so you can confidently explain how it works and how UCapture fulfills our environmental mission. Brand Ambassadors recruit new users to UCapture and educating them on how to use the platform to reduce their carbon footprint, and help their school go carbon neutral too! This position is part-time with very flexible hours. You will choose when and how much you work; target 2-5 hours per week. This allows you to stay involved with UCapture throughout the school year, dialing up and down your engagement as time permits. Bring your passion for the Environment! Candidates should show leadership, creativity, strong writing skills, an ability to work independently, and desire to be an entrepreneur.

Intern – Administration (Heeyoung Kim State Farm)
Pay: $10/hour (unpaid trial/onboarding period for 2 weeks)
Hours: 15-20 hrs/week (12 weeks)
Location: Skokie
The intern will assist with answering calls, mailings, handling claims, and social media marketing. Candidates must go through a two week evaluation period where they will job shadow and be onboarding in preparation for starting the internship pay period after two weeks.

Call Center Director’s Assistant/Recruiter (Accurate Data Marketing)
Pay: $11/hour
Hours: 15-20, sometimes up to 30 hrs/week (10am-3pm or 1pm-7:30pm)
Location: Glenview
The intern will recruit participants for market research studies, answer phones, perform data entry, and re-screen previously recruited participants.

**GRAPHIC DESIGN/PHOTOGRAPHY**

Graphic Artist Internship (MNI – Manufacturers’ News, Inc.)
Pay: $11.50/hour
Hours: 15-20 hrs/week (8:30-4:30pm; 12-15 weeks)
Location: Evanston
The intern will work closely with our Production Manager to help produce print display ads for the nation’s oldest and largest industrial publisher in a highly-productive, team-based, friendly atmosphere. We hope to attract students pursing or intending to pursue an art-related degree, though all candidates with a proficiency in InDesign and Photoshop will be considered. Potential for continued, part-time employment available at the conclusion of the internship.

Graphic Design Summer Intern (S&C Electric)
Pay: $10-12/hour
Hours: 40 hrs/week (8:30-5pm; 12-13 weeks)
Location: Chicago (Ridge Blvd)
The intern will assist with the design, layout and production of graphics, long-form publications, digital advertising, marketing collateral, print-based advertising and other merchandising materials; make changes and updates to existing creative materials as request; build illustrations to simply explain complex processes or ideas (such as infographics); assist with other projects in support of the Marketing Communications Department as needed; complete design and production projects as assigned, within required graphic guidelines. Candidates should be pursuing a degree/program in visual communication, graphic design or related field and returning to school after the end of the internship; have a strong portfolio of print and/or web projects demonstrating excellent typography, layout and creativity; show proficiency in Adobe Creative Cloud (InDesign, Photoshop, Illustrator) and PowerPoint, plus a working knowledge of Adobe Edge, Microsoft Word and Excel; possess strong design skills and the ability to translate ideas from concept to completion; have an ability to manage multiple tasks in a deadline driven environment, working independently and as a team; and have strong written and verbal communication skills.
**Graphic Designer** (Trainor Printing & Promotions)
*Pay:* $9-12/hour  
*Hours:* 10 hrs/week (8-16 weeks)  
*Location:* Des Plaines  
The intern will assist with graphic design for printing and possibly work on websites. The intern will work with Adobe Illustrator and Photoshop.

**Photo Booth Attendant** (Photo Booth Time)
*Pay:* $20/hour  
*Hours:* 10 hrs/week (16 weeks; ASAP)  
*Location:* Northbrook  
Photo Booth Time is looking for Photo Staff Attendants for weddings, Bar and Bat Mitzvah's, birthdays, corporate events, holiday events, school functions, really any event these days has a fun photo booth! The Non-Negotiables: dependable, enthusiastic, basic computer knowledge (we will train), can work weekends and have weekend availability (events are typically 3-5 hours, plus setup and tear down, and are usually Saturdays, as well as Fridays and Sundays), have a reliable vehicle to fit equipment, and must have a cell phone. Your Responsibilities include: picking up the equipment from our office, arriving on time at the venue, setting up the photo booth, interacting with the guests at fun events, assisting with taking pictures, suggesting fun picture poses, pack up at the end of the event. Special consideration for photography and design students.

**INFORMATION TECHNOLOGY**

**Assistant Implementation Engineer** (Facility Workflow Solutions)  
*Pay:* $9-20  
*Hours:* 20 hrs/week (16 weeks)  
*Location:* Skokie  
The intern will assist in the implementation of PMWeb, a construction project management software. They will have opportunities to configure the software, understand and work with the database architecture and use SQL to modify/write reports with Visual Studio.

**MANUFACTURING/ENGINEERING/CAD/AUTOMOTIVE**

**Interior Designer/CAD Operator** (McCausland Company)  
*Pay:* $10.50  
*Hours:* 20 hrs/week (2-6pm W, Th, and Fri and 1-5pm Sat; 16 weeks)  
*Location:* Niles  
The intern will research and analyze potential developments of multiunit projects to market our products; make assessments of projects that we find interesting for our products; and contact developers, GC and architects of the projects and make appointments to introduce our products and services. Candidates must have basic knowledge in drafting programs, proficiency in basic word processing, spreadsheet and database programs, and have outstanding communication skills.

**CAD Product Technician/Intern** (Lund Industries)  
*Pay:* $10-15  
*Hours:* Negotiable (between hours of 8:30-4:30)  
*Location:* Northbrook  
The intern will create models, drawings, prototypes, and BOMs necessary for testing and producing products. Students should be studying Engineering and/or CAD/SolidWorks (must be at least moderately proficient).

**Production Technician** (Northrop Grumman)  
*Pay:* TBD  
*Hours:* 20 hrs/week (12 weeks)  
*Location:* Rolling Meadows  
The intern will set up test apparatus and conducts tests of production assemblies and units following methods, procedures, standards, and sequences; lay out and assembles units for production equipment according to designs and specifications; adjust and calibrate systems as needed; modify equipment by adding, removing, or altering components as defined by predetermined diagrams and sketches; correct
malfunctions by making adjustments or replacing parts or components as directed; use hand and small power tools, and various measuring and testing devices in performing job duties; and may monitor and verify quality in accordance with statistical process or other control procedures. Candidates must: be a student who is enrolled full-time and pursuing an associate’s degree from an accredited college/university; have an overall cumulative GPA of 3.0/4.0 or higher (unofficial academic transcripts must be provided at time of application by uploading the documents to your application or profile); be majoring in Electronics Technician, Manufacturing, Mechanical Technician, Machining, or any other closely related discipline; be available to work part-time (20 hours per week) for 12 weeks during the fall/spring semesters; and be a U.S. Citizen. Preferred Qualifications: experience in a manufacturing environment; experience with small assemblies requiring high dexterity; and be self-motivated, willing to learn, and interested in working in a team environment.

**Junior Project Assistant** (Integrated Facilities Solutions)

**Pay:** $9-20

**Hours:** 20 hrs/week (16 weeks)

**Location:** Skokie

The intern will assist with managing construction projects (overall project direction, completion, and financial outcome). The position requires business management knowledge and must demonstrate leadership, organizational and time management skills, as well as have strong communication and client service skills. Candidates should be studying Construction Management, Architecture, or Engineering (or related field), and experience working on commercial construction projects is preferred (but not required). Candidates should be proficient in Microsoft Word, Excel, and Project and have the ability to learn proprietary project management software. Must have the ability to read construction documents and drawings.

**Design Assistant** (DDK Kitchen Design Group)

**Pay:** $10-12/hour

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

**Location:** Glenview

DDK is a fast paced design build firm. We design and sell kitchens and we are looking for the right person to become proficient in all aspects of kitchen design to move into a full-time position. The intern will assist designers with CAD drawing, pricing, and scheduling and use software such as CAD, Cabinetware, ProKitchen, and Excel. Candidates should have an interest in interior design or architecture.

**Quality/Test Engineering Intern** (Semler Industries)

**Pay:** $16

**Hours:** 10-20 hrs/week during school; 40 during summer (between 7am-5pm; 16 weeks)

**Location:** Franklin Park

The intern will learn and understand the features and benefits of the company’s existing products; test completed equipment to confirm operation and metrics meet design requirements; use electrical, plumbing, mechanical and chemical disciplines to correctly identify all components necessary to meet the customer requirements (this includes complete bill of materials creation); support the sales team in preparation of quotations and sales orders to ensure product compatibility with customer needs; and assist in the evaluation, design, or re-design of capital equipment and applicable after-market components by analyzing current customer application parameters and selecting the appropriate products. The position requires working with sales, QA, and manufacturing support at customer locations to design process solutions; use of ProE / Creo (latest version) expected for 3D modeling purposes for production-style equipment; use of AutoCAD for 2D drawings for one-off equipment designs; knowledge of basic circuit board design is beneficial (Arduino, Raspberry pi, etc); brainstorming new product ideas and watch for concepts that may be relevant in new markets or changing markets; learning competitive products and channels in the marketplace; gaining a firm grasp of the marketplace to monitor competitor activity and assist in developing plans to successfully compete; occasional field startup observation; travel 10% of the time; creation or assistance in developing installation and operation manuals for products created; and attendance seminars and vendor product training sessions provided by the Company to improve technical product knowledge and ensure consistent documentation and processing of jobs. Candidates should be pursuing a mechanical engineering degree from a recognized school is a minimum. Preferred junior or senior year. Chemical engineers with the requisite 3D modeling skills and interest may be considered. Requires a willingness to learn, attention to detail, and the ability to grasp and retain information. Must have excellent listening, planning, problem solving, and organizational skills. Requires the ability to effectively communicate both orally and in writing, and the ability to listen and react accordingly; using both tact and diplomacy to maintain
good working relations with co-workers and others. Computer knowledge is required as well as a valid driver's license. Must be able to speak, write, and comprehend written and verbal instruction in English.

CAD Operator/Interior Designer (McCausland Company)
Pay: $12/hour
Hours: 20 hrs/week (16 weeks)
Location: Niles
The intern will use our CAD program to place orders with our suppliers; confirm orders with architectural drawings; place orders at the factory; confirm logistics with freight forwarders department here and in Italy; receive and inspect orders soon after they arrive to the site or to our warehouse; and make reports to the management office.

Manufacturing Technician (GCM Chicago)
Pay: $15/hour
Hours: TBD (10-16 weeks)
Location: Schiller Park
The intern will perform CNC machine operation, CNC machine set-up, and Programming for a contract machine company with customers in the MedTec and Aerospace markets, making precision parts requiring consistent processes in aluminum, steels, exotics and plastics.

CNC Programmer/Operator (R.F. Mau Company)
Pay: $13/hour
Hours: 16-20 hrs/week (either 8-12 or 12:30-4:30; 8-16 weeks)
Location: Lincolnwood
The intern will program and operate Haas CNC's manufacturing parts in specification with customer blueprint and measure parts to ensure specification. We will provide continued training on CNC's in a manufacturing environment with regards to operation, programming and trouble-shooting. We will train how to use measuring equipment: Optical Comparators, Drop Indicators, and Oasis Optical Measuring machines. Candidates should be studying Manufacturing Technology; prefer an intern who has completed at least MFG 144.

Maintenance Tech/Mechanical Engineering (Carlisle Construction Materials)
Pay: $9-12/hour
Hours: 20 hrs/week (12 weeks)
Location: Franklin Park
Trouble shoot and repair industrial production equipment, installing equipment and maintaining installations, troubleshoot electrical issues, working on hydraulics, pneumatic systems, HVAC, chillers, water treatment, air compressors, and boilers. If possible, looking for someone with PLC knowledge and the ability to troubleshoot logic.

Apprentice Electrician (Wes-Tech Automation Solutions)
Pay: $12-18/hour
Hours: 20 hrs/week
Location: Buffalo Grove
Description coming soon

Mechanical Engineer (Wes-Tech Automation Solutions)
Pay: $12-18/hour
Hours: 20 hrs/week
Location: Buffalo Grove
Description coming soon

Machine Builder (Wes-Tech Automation Solutions)
Pay: $12-18/hour
Hours: 20 hrs/week
Location: Buffalo Grove
Description coming soon

Controls Engineer Technician (Wes-Tech Automation Solutions)
Pay: $12-18/hour
**Mechanical/Product Engineer** (Beastgrip)
*Pay*: $12-18/hour  
*Hours*: 20 hours (10am-2pm; 10-16 weeks)  
*Location*: Des Plaines  
The intern will create new and innovative camera equipment designs, such as camera cages, handgrips, lens mounts, packaging and much more that will immediately be manufactured, tested and sold; design and build working prototypes with FDM 3D printers and international manufacturers (injection molding and CNC machining); and enhance existing product concepts to solve real-world challenges based on consumer demand. Candidates can be studying Mechanical Design, Engineering, or Product Design (or related); big plus if the candidate has skills or knowledge with product concept drawing/sketching and/or generative design. Training will be provided on AutoCAD, SolidWorks, KeyShot and FDM 3D printers.

**MARKETING/ PR**

**Marketing Intern** (Riddell Sports)  
*Pay*: $13/hour  
*Hours*: 20-30 hrs/week (between hours of 8-5:30pm M-F; 16 weeks; starts January)  
*Location*: Des Plaines  
The Marketing & Communications Intern will assist in the development of internal and external communications projects under the direction of the Communications Manager and with assistance provided by the marketing team members. The ideal candidate will have a strong working knowledge of communications, marketing and public relations principles. Day-to-day activities will include compiling daily media reports, contributing to internal communications, event planning, conducting research, offering input to integrated marketing materials, proofing and digital/social media support.  
**Essential Job Functions** include: Writes and edits communications materials, including fact sheets, press releases, web copy, social media posts and program overviews; Compiles daily media monitoring reports for company-wide circulation; Helps coordinate shipping and receiving for event execution; Supports the company’s charitable donations; Manages content for the corporate newsroom; and Provides input in development of communication/PR materials/social media. Candidates should: be able to work on multiple projects at the same time and work well under deadlines; be a college student or recent graduate majoring in Public Relations, Communications, Marketing, Journalism or related field; have experience in communications, public relations, journalism, marketing, sports management or related field preferred; possess strong written and verbal communication skills; have an interest in sports or sports equipment industry a plus; be proficient in Microsoft Office Suite including Word, Excel, PowerPoint and Outlook; have experience using social networking platforms; have an understanding of how to operate discreetly with proprietary company information and materials; be able to maintain a high level of professionalism and is comfortable in an office environment; have the ability to multi-task and prioritize tasks successfully to meet deadlines; have a strong organizational skills and attention to detail. This is a seasonal position that will start in January and end in May.

**Marketing Assistant** (Integrated Facilities Solutions)  
*Pay*: $11/hour  
*Hours*: 20 hrs/week (12 weeks)  
*Location*: Skokie  
The intern will assist with: updating the new IFS website; social media updates; organizing proposal materials; performing follow ups to mass mailings; and attending local trade shows. Candidates should be organized, personable, creative, and self-motivated.

**Advertising Intern** (JWC Media)  
*Pay*: $12/hour to start (opportunity for promotion to Senior Intern at $15/hour)  
*Hours*: 10-20 hrs/week (16 weeks; hours either 12-3, 1-4, or 2-5)  
*Location*: Highwood  
The intern will be coordinating advertising placements across all publications, will be assisting sales representatives with their sales efforts, will help disseminate editorial schedules to sales reps and will assist with scheduling advertising and helping to follow up with advertisers after their ads have run.
No specific field of study is a priority - it's really if the student has a desire to learn about publishing. Skill set needed: organized, dependable, thorough, quick thinking, creative and patient. The intern will learn the ins and outs of publishing - both from an advertising and an editorial standpoint - how advertising and editorial are joined together and what makes a publication work and succeed. Knowledge of excel, google platform (email, calendar, etc) a plus.

**Public Relations Intern** (Akrete)
**Pay:** $12/hour to start (opportunity for promotion to Senior Intern at $15/hour)
**Hours:** 15-40 hrs/week (16 weeks; between hours of 8:30am-6:30 M-F)
**Location:** Evanston

This part-time position is ideal for students interested in PR, Marketing and Business. Daily responsibilities include front desk back-up, answering phones, general office work and media monitoring. Responsibilities also include PR, Marketing and Social Media projects as assigned, and opportunity to take on increasingly challenging assignments. Training in PR, Marketing and Business topics will be provided as part of Akrete University program on a schedule determined by Akrete. Reports to the Assistant to the CEO. No experience necessary; interest in PR, Marketing and Business is essential. Basic working knowledge of PR and/or Mac platforms and use of basic Microsoft Word, PowerPoint and Excel is essential; Adobe Creative Suite and other software and digital media skills are a bonus.

**Social Media and Marketing Intern** (My EarthMarket)
**Pay:** $11/hour
**Hours:** 21-25 hrs/week (6 months)
**Location:** Schaumburg

The Program Marketing Intern, is responsible for helping develop and implement marketing strategy through digital advertising, social media, email, and web content. In this capacity, this Program Marketing Intern will work to understand and define the needs of the organization and related vendor partnership. This position will work with appropriate departments within the organization to implement business and marketing plans.

The intern will: manage assigned advertisements (online and social media); coordinate online advertising strategy within area of responsibility by planning, analyzing, and recommends and implements successful marketing strategies to meet goals and influence audiences; partner with sales in growing and engaging current and future vendors by providing them with content that’s aligned with their needs and interests; manages relationships with vendors (must be able to negotiate pricing and timing to ensure promotions remain on schedule and within budget; collaborate on development and launch of new products and benefits; create/Update reports to better analyze the success of our marketing efforts; and collaborate with other departments to maintain a consistent brand voice and message.

**Online Marketing Intern** (Stratosphere Networks)
**Pay:** $12/hour
**Hours:** 16 minimum (16 weeks)
**Location:** Evanston

The marketing intern will work with the director of marketing to perform activities including writing content for blogs and social media, updating prospect information, inviting prospects to seminars and events, marketing recon and data entry, calling into current base for follow up courtesy calls and to drum up interest in new offerings, as well as other sales and branding related activities. The ideal candidate will have experience with writing articles, assisting with and organizing promotional events, and preparing reports on marketing metrics. Excellent communication and analytical skills are a must. Essential Duties and Responsibilities: manage daily administrative tasks to ensure the marketing department runs smoothly; analyze market trends and competitors’ marketing activities; gather and analyze consumer behavior data (e.g. web traffic and rankings); maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives; improve reach to customers through social media campaigns; reporting performance and assess against goals for ROI and KPIs; and assist with organizing events for clients and prospects. Qualifications: strong communication skills, including both journalistic and creative writing, editing and information organization; strong attention to detail and superior project management skills, including the ability to manage multiple projects at once; social media knowledge; ability to work well as part of a cross-functional team environment; ability to analyze problems and strategize for better solutions; strong organizational, presentation, and customer service skills; detail oriented and must be experienced with tools such as Word, Excel, Etc.; skill in planning and preparing written communications; self-motivated with the ability to work in a fast-paced environment; ability to multi-task and adapt to changes quickly.

**New Account Manager & Marketing Intern** (Eric Esch Insurance & Financial Services)
Pay: $10-15/hour  
Hours: 15 hrs/week (Weekdays 3-6pm or weekends 10-4pm)  
Location: Glenview
The intern will work local community events (giveaways, lead generating), organizing such events with assistance from supervisor, prospect marketing (phone calls, mailings) new account onboarding (documentation follow up, mobile/internet enablement). The intern will get face to face customer and prospect interaction. This is real work, not shuffling papers and getting coffee. Interns will get a true understanding of day to day business operations.

Marketing & Communications (NAMI Cook County North Suburban)  
Pay: $10-12/hour  
Hours: 8-12 hrs/week (12-16 weeks)  
Location: Skokie
The intern will assist with updating and maintaining NAMI CCNS’ social media presence, including scheduling Facebook updates; planning, writing, and managing quarterly eNewsletters; drafting, distributing, and pitching news releases, media alerts, and other stories; designing flyers, graphics, e-vites and other marketing material for major events; updating the website; reaching out to the community organizations, general public, and donors about the NAMI CCNS mission and programs; and collaborating with staff on new ideas and venues for marketing and communications. Candidates should have a firm grasp of the tools and platforms in the social media space, must be computer literate, be able to communicate effectively and professionally, be enthusiastic for our mission, and be working towards a college degree in a related field (e.g. English, Marketing/Communications, Public Relations, etc.).

Social Media, Video Editing, and Graphic Design Intern (@properties)  
Pay: $9-15/hour  
Hours: 10-20 hrs/week (flexible)  
Location: Northbrook
The intern will assist with creating video and editing to show the life of a real estate agent, such as everyday tasks, negotiations, client testimonials, and showing properties. Candidates should have a deep knowledge of social media (Facebook, Instagram, LinkedIn, YouTube) and experience in graphic design.

Data Analytics/Social Media Marketing/Inside Sales (BevStrat)  
Pay: $10.50/hour  
Hours: 30 hrs/week (10am-4pm, M-F; 16 weeks)  
Location: Highland Park
The intern will provide administrative support to off-site sales team and brand ambassadors through data driven sales calls; must understand the power of social media and be fluent with Twitter, Facebook, Pinterest, Instagram and LinkedIn to track potential opportunities; call businesses and speak to buyers to sell brands and set appointments for off-site sales team; perform light administrative duties; and assist with online research and data mining to pull targeted lead lists for off-site sales. Candidates should be highly organized, have attention to detail; knowledgeable in Microsoft Office, Excel, Word, Google sheets, docs; have exceptional communication and interpersonal skills, both verbal and in writing. Must be a self-starter and able to work independently with little supervision; fluent in speaking Spanish a plus but not a requirement.

Social Media Coordinator (S & S Concepts)  
Pay: $9-12  
Hours: 10-15 hrs/week (8-12 weeks)  
Location: Elk Grove Village
The intern will create profiles and develop a social media program, using platforms such as Facebook, Twitter, YouTube, etc.

Sales/Marketing Intern (Semler Industries)  
Pay: $12  
Hours: 10-20 hrs/week during school; 40 during summer (between 7am-5pm; 16 weeks)  
Location: Franklin Park
The intern will assist salesmen, project managers, development, marketing and customer satisfaction to research and develop markets and various databases to develop market-specific prospective customer lists (this includes a good portion of cold calling and screening potential customers); develop market survey questionnaires for existing and potential clients, and contacting various companies to perform surveys, and
record, organize and report responses to management; research new product development ideas online, in magazines and past records, seeking data and trends indicating top opportunities; use various resources, free and pay-for-service, to obtain data lists and sort accordingly; support brochure development with marketing firm (as needed); prepare sales call reports in concise and priority oriented fashion; and complete articles, blogs or “briefs” on successful projects as deemed appropriate. Must possess excellent communication, grammar, organization, reporting and people-related skills. Computer literate with advanced knowledge of Microsoft Office: Word, Excel and PowerPoint. Must be able to speak, write, and comprehend written and verbal instruction in English.

Social Media Marketing Specialist (Big Mouth Marketing)
Pay: $9
Hours: 10-20 hrs/week (8-16 weeks; could lead to permanent part-time position)
Location: Elk Grove Village
We are looking for a highly motivated Social Media Specialist to build and execute social media strategies through competitive and audience research, set up and optimize company pages within each social media platform. To name a few platforms; Facebook, LinkedIn, Instagram, Twitter, etc.

MEDIA/COMMUNICATIONS/JOURNALISM/ARTS/THEATRE/EDUCATION

Instructor (NanoBeasts STEM+Robotics)
Pay: $12-15
Hours: 5 hours/week (8-16 weeks)
Location: Naperville
The instructor will teach one hour STEM lessons at a local public school as part of an afterschool program.

Content Writer/Business Analyst Intern (World Corner)
Pay: Stipend TBD
Hours: TBD
Location: Lincolnshire
The intern will develop and create content for print, digital media. Well-researched and accurate content will be produced on tight deadlines. Excellent writing, spelling, and understanding of grammar are essential to the role. Candidates should: have excellent verbal and written communication skills; have an excellent grasp of English language; be creative and innovative thinker and planner; be confident in producing work across multiple platforms; be able to align multiple brand strategies and ideas; and be able to converting ideas and high level requirement into business requirement documents. Candidates should have proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel) and Google Docs and familiarity with keyword placement and SEO.

Early Care and Education Intern (Bright Horizons at Evanston)
Pay: $10
Hours: 5-20 hours/week (up to 16 weeks)
Location: Evanston
Internship, observations, and volunteer experiences available in early care and education for children of 0-6 years, including work for culinary arts students in the full service kitchen on site.

Dance Instructor (Move the Beat)
Pay: $TBD
Hours: 10-20 hours/week (evenings)
Location: Des Plaines
The dance instructor will execute group and private dance lessons, create curriculum and choreography, and assist with day-to-day business operations.

Editor Internship (The Borgen Project)
Pay: UNPAID
Hours: 17 hours/week (flexible)
Location: telecommute
The intern will edit articles for the blog and magazine. Interns must attend orientation and training the first and third Monday of their internship at 4pm PST. Interns will be expected to: raise $500, call and email
Congress weekly, mobilize people to email congress, fact check, provide writers with feedback on their work, and SEO and source code.

**MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY**

**Receptionist** (Rand Medical Center)
**Pay:** Unpaid
**Hours:** 20 hours (Mon, Tues, and Thurs; 16 weeks)
**Location:** Mt Prospect
The intern will assist with scheduling patients; using strong communication skills to confidently explain information and converse with patients; registering new patients in the EHR (Practice Fusion and the billing program (Kareo); verifying insurance; assisting patients to the exam rooms; and billing and submitting claim to the clearing house.

**Science Undergraduate Laboratory Internships** (Office of Science/US Department of Energy)
**Pay:** Paid
**Hours:** TBD
**Location:** TBD
The Office of Science / US Department of Energy is pleased to announce paid internship opportunities for undergraduate students majoring in areas of Science, Technology, Engineering, and Mathematics (STEM) for the Summer of 2019. The application system for the 2019 Summer Term Community College Internships (CCI) program is currently open, with all applications due by 05:00 PM Eastern Time on January 10, 2019. The Community College Internships (CCI) program places community college students as paid interns in technological activities at DOE national laboratories, working under the supervision of a laboratory technician or researcher. Appointments are for 10 weeks during the Summer term, are open to US Citizens and US Lawful Permanent Residents, include a weekly stipend, reimbursement for one round trip domestic travel to the participant’s host DOE laboratory, and possibilities for a housing allowance. More than 100 internships are sponsored annually. Application is made online. Full program information and descriptions, including links to the online application system, are available at: [http://science.energy.gov/wdts/cci/](http://science.energy.gov/wdts/cci/)

**Office Intake Coordinator** (Vision Home Health Care)
**Pay:** $9-12
**Hours:** 20 hrs/week - 40 hrs/week during summer (16 weeks, renewable)
**Location:** Mount Prospect
The intern will coordinate all aspects of health care for the client from intake through discharge, including writing the referral and coordinating services through the certification period; schedule all clinical and therapy services and follow-ups to maintain compliance with State and Federal regulations; contact Doctors’ offices to request and receive Physicians’ Orders and signed Plans of Care for our patients; be responsible for general office management, including answering telephones and filing of medical documents; and work with the Quality Assurance Nurses and the Director of Nursing to speed up transmission and receipt of signed patient face-to-face encounters to enable timely submission of Pre-Claim Review documents.

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

**Behavior Therapist** (KGH Autism Services)
**Pay:** $14/hour
**Hours:** minimum 10 hrs/week (between hours of 3-8pm; minimum 1 year commitment)
**Location:** Deerfield
The intern will provide direct ABA therapy to clients with ASD in our clinic, in their homes and/or community setting. Therapists collaborate closely with Board Certified Behavior Analysts by providing input and assistance on cases, preparing and/or assisting in the preparation of instructional materials, and implementing Behavior Intervention Plans (BIP). Position requirements: a high school diploma, or Equivalency, previous childcare experience required, and previous experience working with individuals with Autism Spectrum Disorders is preferred. Candidates can be studying psychology, education, or a related field.

**Marketing/Communications Intern** (Clean Up – Give Back.org)
**Pay:** $50 monthly stipend
**Hours:** 8-10 hrs/week (Sept-Dec)
**Location:** Des Plaines
The intern will assist with organizing cleanup campaigns in the area, and marketing through social media, create ads, newsletters, possibly applying for grants if they like this type of work, and also meeting with students starting chapters if schedule allows.

**Special Events Intern** (Les Turner ALS Foundation)  
**Pay:** Paid (tba)  
**Hours:** 24 hrs/week (May-Sept)  
**Location:** Skokie  
The intern will provide support to the fundraising team in their execution of special events for the Foundation. This will include assisting with recruitment of participants, event communication, data entry of event responses, field questions, the development and execution of event materials, online donations, answering phones, database updates, and mailings.

**Research and Development Internship** (Voice of Silence)  
**Pay:** Unpaid  
**Hours:** Flexible  
**Location:** Hanover Park  
The intern will assist with research on published articles of juvenile justice system and needs of reformation, blog writing, marketing and promotion, and selling online.

**Advocacy, Education, and Research Internship** (Jewish Coalition Against Sex Trafficking)  
**Pay:** $500 stipend/semester  
**Hours:** 10 hours/week ( flexible; 16 weeks)  
**Location:** Northbrook  
The Jewish Coalition Against Sex Trafficking (JCAST) Chicago's mission is to work to eradicate sex trafficking in the Chicagoland area through public awareness, community engagement, and advocacy at local, state and national levels. JCAST works collaboratively with grassroots leaders, houses of worship, secular organizations, government agencies, and experts offering educational programs addressing the critical threat of sex trafficking and to advocate on behalf of sex trafficking survivors. Position responsibilities include Education/Public Awareness (conduct outreach to faith-based and secular organizations, contribute to social media, plan and co-execute educational programs, including Speakers' Bureau training); Advocacy (research and track local, state and federal bills, regulations, policies and legislation; partner with other organizations and lay leaders working with Evanston leaders to create the first sex traffic free municipality in Illinois; create and post action alerts and monthly newsletter for JCAST Chicago list-serv; co-write letters to and Op-Ed pieces for local newspapers; plan and implement visits for members with local, state and federal elected officials); and Research (research existing anti-sex trafficking task forces, coalitions and agencies in Illinois and across the county; conduct evaluation of JCAST Chicago programs and the coalition using survey monkey, key informant interviews, and participant interviews; conduct literature reviews and prepare summaries for E-News and staff; assist with writing of grant applications).

**Life Enrichment Intern** (Covenant Village of Northbrook)  
**Pay:** Unpaid  
**Hours:** 12-20 hours/week (12-16 weeks; preferred start 2/12)  
**Location:** Northbrook  
The intern will assist residents with daily activities, have one-on-one conversations with residents, assist with party planning and set-up, perform geriatric research, etc.

**Social Service Aide** (Greek American Rehabilitation and Care Centre)  
**Pay:** Unpaid  
**Hours:** 16-20 hours/week (approx. two 8 hour days/week; 16 weeks)  
**Location:** Wheeling  
Internship candidates will work alongside a highly focused and well-trained Interdisciplinary team of professionals to assist in understanding and addressing the medically complex psycho-social needs of Resident's and their families in the nursing center setting.

**Activity Assistant** (Covenant Retirement Communities)  
**Pay:** Unpaid  
**Hours:** 15 hours/week (9am-12pm, 1-4pm, or 2-5pm; 10 weeks)  
**Location:** Northbrook
The intern will assist, lead and participate in activities as assigned in the residential facility, assisted living facility and health facility; push resident wheelchairs when needed; organize, clean and maintain activity supplies and storage areas as needed; maintain contact with room-bound patients in the Health Facility to provide for their special needs; maintain and circulate the library cart and recorded tapes in the health Facility when assigned; maintain daily charting of participation of residents; attend and participate in departmental staff meetings and in-service training sessions; develop and produce materials and bulletin boards appropriate for promoting activities in all levels of care as assigned.

**Social Services Intern** (Maryville Academy)
**Pay:** $10  
**Hours:** 10 hours/week (flexible; 8-10 weeks)  
**Location:** Des Plaines

The intern will assist the Medicaid Specialist and the System Implementation Specialist with reviewing client records to support compliance with the Medicaid Community Mental Health Services Program (Rule 132); conduct technical assistance reviews with program staff to increase compliance with Rule 132; and provide support to System Implementation Specialist during training sessions. Preferred field of study/major and skill sets include Social Work, Psychology, and Human Services.

**Various Internships** (The Chicago Council on Global Affairs)
**Pay:** Unpaid  
**Hours:** 15 hours/week  
**Location:** Chicago

Numerous positions are available in a variety of specialties, such as communications, development, global food and agriculture, office of the president, programs, and studies. For more information, please visit https://thechicagocouncil.org/about/internships

**Direct Support Professional** (Rimland Services)
**Pay:** $10-12.50  
**Hours:** 9 hours/week (between hours of 7:30am-4pm, M-F; minimum 1 semester)  
**Location:** Evanston

Our mission is to provide realistic and essential supports to adults with autism. The intern will complete daily longs 1 paragraph of the clients activities through the day; track goals of the individual clients that they are assigned to; complete behavior report; participate and motivate client doing everyday activities; participate and motivate client to do Zumba and Yoga exercises; and participate in activities in the community.

**Advocate** (The Borgen Project)
**Pay:** UNPAID  
**Hours:** 4 hours/week (flexible)  
**Location:** telecommute

The intern will serve as an ambassador for the world’s poor and build awareness of the issues and ways people can help. Advocates will be expected to: raise $500, met with 1 congressional leader, teach 50 people how to call Congress, mobilize 100 people to email congress, and attend 4 networking events.

**POLITICAL/GOVERNMENT**

**Campaign Fellow/Intern** (Citizens for Rauner)
**Pay:** $9-12/hour  
**Hours:** 5-25 hrs (Preferred July 2-Nov 6)  
**Location:** Des Plaines

The intern will assist with volunteer recruitment, voter contact, and event execution.

**Congressional Intern** (Congressman Brad Schneider)
**Pay:** Unpaid  
**Hours:** flexible hours  
**Location:** Lincolnshire

If you are interested in political science, public policy, or serving your community, this is an internship for you. Responsibilities could include assisting with constituent casework, planning outreach events (i.e. Job Fairs), legislative research, and general office administrative activities. Excellent oral and written skills, as well as familiarity with Excel and Word, required.
Intern (Office of Congressman Raja Krishnamoorthi)
Pay: unpaid
Hours: 12-16 hrs/week
Location: Schaumburg
In the District office, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters and assisting with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance.

Campaign Field Fellowship (JB for Governor)
Pay: unpaid
Hours: 8-20 hrs/week (4-7:30pm weekdays, flexible weekend hours)
Location: Niles
Fellows work in teams to support our field operation and learn the ins and outs of organizing on a state-wide governor’s race. Interns will assist with the field operations of the campaign, event organizing, and campaign data. No campaign experience is required.

Congressional Internships (Office of Congresswoman Jan Schakowsky)
Pay: unpaid
Hours: 10-15 hrs/week (3 month commitment)
Location: Glenview
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 computers; and write constituent correspondence.

Campaign Internship (Kirk Campaign for State Senate)
Pay: unpaid and paid internships (for those who qualify) available
Hours: flexible
Location: Des Plaines (other locations also available)
We are looking for high energy, hard-working, proactive, community and student leaders interested in helping the campaign for the U.S. Senate Seat. Benefits include: service hours, letters of recommendation, resume builder, stepping stone to a career in politics, and opportunity for paid internships and other paid positions.

Field Organizer Intern (Friends for Marty Moylan for State Representative)
Pay: $13/hr
Hours: 12-32 hrs/week (6-16 weeks)
Location: Des Plaines
Help a northwest suburban Democratic candidate running for state representative in a highly competitive race by serving as a field organizer intern. Our field organizing interns will walk door-to-door to help garner support for our candidate, and help the campaign with other forms of voter outreach. If you are interested in a possible future career in politics, then a local grassroots campaign is the best place to gain experience.

Campaign Internship (Mel Thillens for State Senate)
Pay: Paid and Unpaid opportunities
Hours: TBD
Location: 28th District (Schaumburg, Des Plaines, Park Ridge, Elk Grove Village, etc.)
Interns will assist with campaign strategy, voter outreach, event coordination, traditional and social media, and other administrative tasks. Interns will be exposed to important policy issues facing the state of Illinois and will have the opportunity to work directly with Mel Thillens and other top campaign staff members.