

Internship Opportunities – Oct 21, 2021

(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 Internship Specialist at internships@oakton.edu or 847-376-7165.

ACCOUNTING/FINANCE/ECONOMICS

Seasonal Staff Accountant (Rozovics Group)

Pay: \$20/hour

Hours: 20+ hours/week (flexible between M-F, 8am-7pm; January 3-April 16, 2021)

Location: Park Ridge

The intern will perform basic level tax returns and accounting projects. This person will be trained on Thomson Reuters tax & accounting software. Educational/learning opportunities provided: As part of the team, this person will sit in on regular staff meetings and be able to hear the real world issues that occur during the tax season inside an accounting firm. With professional CPA's within arm's reach, they will be able to have a mentor available to answer questions as they arise. We offer a small, easy-going office environment and value the opinion of everyone on our team. Our hope is to also pass on valuable organizational and planning/time management skills to this person when they finish their time with us. The intern will also be able to attend our local chamber of commerce meetings with our other staff members.

Tax Season Accounting Internship (Friedman & Huey Associates)

Pay: \$20+

Hours: 25-30 hours/week (8:30-5; 10 weeks; preferred start 2/2/22)

Location: Northbrook

The intern will prepare individual tax returns. The intern will receive training on tax software, a hands on training class, and one-on-one mentoring.

Accounting Tax Intern (Lincoln Benefit Life)

Pay: \$20/hr

Hours: 15-20 hours/week (in office)

Location: Rosemont

An intern will provide general accounting support to the finance team as a whole. He or she will have a basic understanding of accounting principles and will assist with routine department tasks, reconcile various accounts, handle clerical accounting operations, and provide general help throughout the department as needed. The intern will assist with the following: Account reconciliation preparation, including but not limited to; cash, reinsurance, investments, suspense, policy loans; Research and compilation of annual Department of Insurance filings; The preparation of quarterly and annual financial statements on a GAAP and statutory basis; Analysis of financial results; Premium and municipal tax filings; Federal and state income tax compliance including estimated tax payments and filing of federal and state income returns; Preparation for tax correspondence including envelopes, labels, assembling filings, and deliveries to post office; and file organization and maintenance, including new file set up, scanning documents, etc. Candidates should have: Progress towards a BA or AA degree in Accounting, Finance, or related field; Previous experience in professional environment; life insurance industry a plus, but not required; and Demonstrated ability to deliver timely results and attentive to deadlines, as well as these skills/competencies: Strong MS Office skills; knowledge of Oracle is valuable; excellent communication skills, both written and verbal; ability to work with various team members; collaborative style; keen eye for detail and accuracy; quality focused; efficient and effective, and be a results-driven problem-solver.

Accounting Associate (CHC Wellness)

Pay: \$15-20/hr

Hours: 20+ hours/week (12 weeks long; Prefer ASAP start)

Location: Chicago (Cumberland)

The intern will assist with Accounts Receivable (payments recording and reconciliation), Accounts Payables

(bills and timesheets recording), and Data Entry. Preferred field of study/major and skill sets: Accounting, healthcare management; attention to detail, quick learner reliable & dependable. Training opportunities provided in A/R and A/P. Educational/learning opportunities provided: Hands on experience with various accounting tasks and functions. Software/equipment expected to use. Is training provided: QuickBooks, Outlook, and Excel.

Accounting and Tax Intern (Dale Bugasch & Associates)

Pay: \$10-12/hr

Hours: 15-20 hours/week (11-12 weeks long; Prefer 1/31/22 start)

Location: Glenview

An intern will receive on the job training to work in a professional setting during tax season. The intern will assist with data entry, QuickBooks, sales tax, organizing tax documents, and excel work.

Accounting Assistant (Miller Squared Inc)

Pay: \$15/hr

Hours: 20 hours/week (M-Th 1-5:30; 8-16 weeks long; Prefer 9/7/21 start)

Location: Buffalo Grove

The intern will support the virtual bookkeeper from our office, scanning and entering invoices into our cloud based filing system, as well as our CRM - Oracle NetSuite. Their will be some order entry and customer interaction. Preferred field of study/major and skill sets: Accounting, Bookkeeping, general business activities. A desktop PC will be made available. Training and a procedure manual for NetSuite is available too. We use Microsoft 365 which is Excel, Outlook, Teams, extensively as a means to communicate with the virtual bookkeeper.

Financial Advisor (Northwestern Mutual)

Pay: TBD

Hours: 10+ hours/week (May 3-Nov 1, 2021 with full-time opportunities)

Location: Downers Grove

The intern will: handle case notes, process correspondence and maintain client case files; file new statements, account forms and other insurance/investment-related materials; maintain financial representative's calendar and schedule follow-up appointment; answer telephone calls and direct them as appropriate; process client/prospect reservations for marketing events such as seminars and assist in preparation of seminar materials and event mailings; maintain supplies of current insurance/investment-related marketing materials; input data, print proposals and gather information at direction of financial representative in preparation for client/prospect meeting; contact clients to set up follow-up meetings with representative; contact clients to confirm receipt of forms or request return of completed forms; and maintain current client information for all product lines. Candidates should have experience in administrative support or customer service, preferably in the financial services and/or insurance industry, have excellent oral and written communication skills; familiarity with Microsoft applications and data entry and information retrieval software; demonstrated organizational and time management skills and ability to multitask, set priorities and meet deadlines; strong attention to detail with the ability to work with a high degree of accuracy; ability to work in a fast-paced environment; ability to work both independently and on a team; and the ability to maintain confidentiality. Potential of other positions within Marketing and Administrative support.

Bookkeeper (inFocus Payroll)

Pay: \$15-20/hr

Hours: 10-20 hours/week (8-16 weeks long; ASAP start)

Location: Evanston

Candidates should be studying Accounting, Business Administration, or Admin Services. Excel skills a plus. Interns will receive paid training and certifications for QuickBooks and payroll, and have multiple apps to learn and best practices to follow.

College Financial Representative (Northwestern Mutual Financial)

Pay: Stipend and commission (total compensation up to \$3,000)

Hours: 35 hours/week (10 weeks long; summer position begins 5/15/21)

Location: Deerfield

The intern will: network and prospect to develop rapport with clients and foster long-term relationships; work with full time financial representatives to help clients achieve and maintain financial security; attend award winning initial and on-going training, mentoring & coaching; become knowledgeable about Northwestern

Mutual products and financial market trends; financial support for professional designations and certifications, starting with your license in Risk Management with the opportunity to fulfill the Series 6 & 63 licenses and CFP® certification which will boost your career from Financial Representative intern to Financial Advisor. Career opportunities available upon graduation. Preferred field of study/major and skill sets: Finance, Business, Accounting, Entrepreneurship, Business Administration, Marketing, Management, Hospitality, Public Relations, and Networking. Training opportunities provided: A full week of training provided prior to start date, and daily touchpoints and mentoring sessions. Educational/learning opportunities provided: A culture that promotes diversity, teamwork, work/life balance, recognition and rewards. The opportunity to design your road map to leadership and specialized roles. Leading industry products and solutions built on an integrated technology platform. A rewarding career, with extraordinary income potential and a variable compensation model, including recognition and bonuses, where hard work directly relates to your results. Benefits available outside intern's assigned job duties: Transferable skills including networking, financial planning, consultative sales, mentoring, learning seminars, and fun opportunities. Software/equipment expected to use. Is training provided: Personal laptop or cell phone is recommended.

BUSINESS/SALES

Meeting Services Internship (American Assn of Oral and Maxillofacial Surgeons)

Pay: \$14-16/hour

Hours: 15-20 hours/week (preferred start date Oct 25, 2021)

Location: Rosemont

The American Association of Oral and Maxillofacial Surgeons (AAOMS) is looking to fill a temporary position specializing in Meeting Planning or Hospitality to serve part-time supporting our Meeting Services Department. We will require the intern to provide support for the association's committee meetings, regional meetings, Annual Meetings, Dental Implant Conferences and to provide general administrative support. The Meetings intern may also assist with supporting the Continuing Education and Exhibitions Departments administrative and logistical needs if time permits. Responsibilities: The temp will assist staff in the Meeting Services Department under the direction of the Meetings Manager. Primary Responsibilities: Assist in maintaining meetings history and housing reports; Assist with development of meeting function sheets; Assist with development of menus for meetings and social events; Assist with the preparation and organization of on-site meeting materials; Assist with filing, faxing, copying, scanning, mailing and other day to day administrative needs of the department; and Assist with other duties as assigned. Preferred field of study/major and skill sets: Business or a student that is interested in meetings and events as a career. Or one that has worked in food and beverage. The applicant must be technology oriented, picking up on a variety of computer programs quickly. Requirements: We are looking for applicants with proficiency using Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat Pro (preferred), proficient in internet navigation, strong interpersonal skills, time management skills, excellent attention to detail and the ability to prioritize. Must be customer service focused for members, vendor partners and staff and must have the ability to work independently and willing to participate in a collaborative team culture. Creativity, organization and good communications skills, verbal and written, are a plus. Training opportunities provided: Training one on one and in a group environment and with Meeting and Exhibits individuals with-in the department. Educational/learning opportunities provided: They will be educated on many different computer programs and will work in excel. They will learn what is like to be a meeting planner and an exhibit planner. Benefits available outside intern's assigned job duties: Two of the staff members in the Meetings Department were hired of the past several years and began with AAOMS as interns. You will learn how to be a great intern, a great employee and a great team member working with our team! Opportunities may arise to work some onsite meetings in the Chicago area as well.

Customer Service Intern (Network Distribution)

Pay: \$13/hour

Hours: 10+ hours/week (8-12 weeks, could be extended; preferred start date 11/15/21)

Location: Schaumburg

The intern will support our customer and your team by entering orders, answering emails, running reports, fixing pricing errors, updating order guides and loading pricing; work cross functionally to maintain and update pricing; perform new account setup tasks: location setup, order guide setup; participate in team conference calls ensuring new processes are understood and SOPs are updated accordingly; develop relationships with customers, distributors and internal departments; collaborate with distributors to ensure accuracy of order guides, orders and SOPs; ensure special and proprietary items are marked appropriate in order guides; support the distributor assignment process (completing surveys and providing recommendations etc.); maintain corporate account customer locations in customer master (address

updates, member ID numbers); support member managed accounts: Ensure proper distributor assignment & resolve discrepancies; develop understanding of capabilities and other functional areas including pricing, category etc.; ensure month end processes and other assigned tasks are completed on time. Preferred field of study/major and skill sets: We've had individuals from all areas of business and communication. We are open to students from all fields of study. Training opportunities provided on our operating systems and other technology we use. Educational/learning opportunities provided: LinkedIn Learning and Network University. Benefits available outside intern's assigned job duties: working with our executive team leaders, creating relationships with associates across different departments, professional development opportunities.

Intern and/or Agent Aspirant (Jason Douglas State Farm)

Pay: \$11-15/hour

Hours: 10-20 hours/week (10-1; 8-16 weeks or more)

Location: Evanston

The intern will assist with marketing strategies, telemarketing, insurance and financial reviews, banking, and accounting for small business. Preferred field of study/major and skill sets: Finance, sales, marketing, insurance, or banking.

Training opportunities provided: Business plan development, banking certification, watch customer insurance and financial reviews, marketing strategies, and sales development. Educational/learning opportunities provided: auto, fire, life, health insurance licensing, and banking certification. Benefits available: networking opportunities with related fields and company outings. Candidates must have basic computer skills.

There is also the option of a 3-6 month program, where, if the candidate does well and wishes to pursue the opportunity, they may qualify for our agent aspirant program and open their own business with State Farm! The program is focused on the following: Learn more about the State Farm history and mission; Set development goals; Track and share your progress and success; Generate excitement in your employer agent's office; Connect with other agents' team members through study groups and other learning experiences; and Build knowledge of Insurance, Finance, mortgages, banking etc. Participating Agent Aspirant Benefits: Better understand the realities of doing business as a State Farm agent; Exposure to the career of a State Farm agent to learn how an agent's office operates; Mentorship/Development experience (one-on-one with an engaged agent); and Develop the skills and competencies that may make candidates more competitive for the agency opportunity. This program is a minimum of 18 months until the time you have been selected to opening your own State Farm branch.

Executive Administration (Curt's Cafe)

Pay: \$10/hour

Hours: 15-20 hours/week (M-F; 16 weeks)

Location: Evanston

We teach highly at-risk youth job and life skills in a fully operating cafe in Evanston and Highland Park. Most of our students are 15 - 24 years old and have multiple trauma like challenges. The intern will assist Executive in all aspects of office and administration needs from filing and inputting data into salesforce to preparing information for funders to doing mailings. Training opportunities provided: will teach salesforce, organizational structure and front office work, executive tasks, all business information that intern would like to learn. Benefits available outside intern's assigned job duties: Networking with other nonprofits, mentoring by Executive Director, any classes that are of interest, restaurant work if desired, free breakfast or lunch daily.

Front Desk Receptionist (Skillz Physical Therapy)

Pay: \$12/hour

Hours: 12-15 hours/week (16 weeks)

Location: Evanston

The receptionist will assist with answering calls, scheduling patients, scanning documents, entering data, making copies of patient forms/documents, collect payments, verify insurance and update patients on authorizations, and maintain cleanliness of the clinic. Possibility of acquire observation hours for Physical Therapy School applications.

Client Sales Intern (Echo Global Logistics)

Pay: TBD

Hours: 40 hours/week (9am-5pm; 9 weeks long; start June 2022)

Location: Chicago (W. Chicago Ave)

As a Client Sales Intern, you will work closely with a carrier rep as you work with them to aggressively uncover new business by engaging with clients via telephone and email. You will also assist with nurturing

existing relationships by offering solutions and solving problems for diverse shipping needs. Responsibilities include: Work closely with a mentor throughout the summer; Build, maintain and manage account relationships; Profile and analyze accounts to overcome any objections and generate quality opportunities; Assist in presenting the value of Echo's services to prospective and existing clients; and Collaborate with internal departments to ensure world class customer service on every shipment. Preferred field of study/major and skill sets: a final year student or recent graduate; Eager to learn and work with various departments in the company; Excellent verbal and written communication skills; Proficiency in Microsoft Office; Ability to multitask. Training opportunities provided: Training program provided at beginning of internship supplemented with a continuous mentorship program. Educational/learning opportunities provided: Learning and Development Sessions; Lunch and Learns; Opportunities to work with various departments internally; and Opportunity to collaborate with executives and managers. Benefits available outside intern's assigned job duties: Paid internship, casual dress, team outings; Help understand career opportunities by joining an industry leader for the summer; Work with virtually all aspects and teams within Echo Technology Experienced mentors to learn and adopt new practices; Ability to introduce your own views and takes on our product offerings; Work in the full software delivery life-cycle; Ability to constantly enhance and improve applications; Plan to learn a lot and have a lot of fun! Software/equipment expected to use: Software and training will be provided at start of internship.

Medical Receptionist and Front Desk worker (North Shore Center for Medical Aesthetics)

Pay: TBD

Hours: 10-12 hours/week (Tues and Thurs 5pm-close and Saturdays; 16 weeks long)

Location: Northbrook

The intern will be responsible for checking in and checking out patients, scheduling appointments and taking payments. The intern will be trained on proper patient and office skills and have exposure and possible shadowing in a medical office. We are seeking a mature individual who is personable, patient and trust worthy. They are the first line of contact in our practice. We will provide training by shadowing and hands on experience with our staff in the position. Candidate will have shadowing opportunities if interested in other areas of the practice candidate could shadow. Candidate will be exposed to how a medical office functions from an administrative perspective and if interested in a clinical exposure will make a shadowing opportunity available. Mentoring and reference from Physicians and Office Manager of a medical office will be available and our medical software for scheduling patients will be explained during training.

Customer Support (inFocus Payroll)

Pay: \$15-20/hr

Hours: 10-20 hours/week (8-16 weeks long; ASAP start)

Location: Evanston

Candidates should be studying Accounting, Business Administration, or Admin Services. Excel skills a plus. Interns will receive paid training and certifications for QuickBooks and payroll, and have multiple apps to learn and best practices to follow.

Administrative Assistant (inFocus Payroll)

Pay: \$15-20/hr

Hours: 10-20 hours/week (8-16 weeks long; ASAP start)

Location: Evanston

Candidates should be studying Accounting, Business Administration, or Admin Services. Excel skills a plus. Interns will receive paid training and certifications for QuickBooks and payroll, and have multiple apps to learn and best practices to follow.

Sales Intern (Prime Telecommunications)

Pay: \$11/hour

Hours: 10 hrs/week (flexible between 9-5; 16 weeks)

Location: Skokie

The intern will prepare for, attend, and actively participate in weekly sales meetings and actively participate in sales and product training to learn sales strategies and the technology that we offer customers. The intern will conduct market research to develop prospecting lists for marketing process, update CRM with customer and prospect information, and measure analytics for response rates. The ideal candidate will be a Business, Marketing, Sales, or Entrepreneurial major looking to get hands on experience. The idea candidate will possess strong communication skills, an entrepreneurial mindset, positive attitude, eagerness to learn, strong organizational skills, and the ability to work independently.

GRAPHIC DESIGN/PHOTOGRAPHY

Print and Designer Specialist (UPS Store Bensenville)

Pay: Negotiable

Hours: 10-25 hours per week

Location: Bensenville

The intern will provide superb customer service with a focus on meeting customer print needs, from basic print to custom projects, as well as assisting with store print marketing materials. Position will be rounded out with learning the general duties of a center associate, developing the skills to process customer shipping, perform expert packing service, and help with a range of office related support. Preferred field of study/major and skill sets: Graphic Design/ Familiarity with Microsoft Office programs and Adobe Creative software (e.g. InDesign, Photoshop, and Illustrator) a plus. Training and Educational/Learning opportunities provided: Opportunity to apply classroom material and knowledge to real world application while also learning other skills like pack and ship, problem solving, sales, and notary service; Opportunity to learn and acquire additional wide range of life skills; and Opportunity for mentorship with real business owners. Software/equipment expected to use. Is training provided: Graphic Design/ Familiarity with Microsoft Office programs and Adobe Creative software (e.g. InDesign, Photoshop, and Illustrator) a plus.

Graphic Design Internship (JRS MarCom)

Pay: \$12/hour

Hours: 12-15 hours per week (12 weeks)

Location: Arlington Heights (hybrid of remote and in-person; fully remote possible)

We are currently seeking a Graphic Design Intern for the following: Creating designs according to specifications and improving design tasks; Understanding project requirements and ideas; Using graphic techniques to create drafts; Producing logos, banners, and interfaces; Pitching creative concepts; Collaborating with the team to launch projects; and Using feedback from other designers to improve. Requirements: Strong written and verbal communication skills; Working knowledge of Adobe Creative Suite and Final Cut Pro or similar tools; Available to work 10-15 hours/week; Experience with design software and graphics editing software, such as InVision and Photoshop; Knowledge of design techniques; Excellent judgment and level of accountability; Ability to work independently and multitask comfortably; Ability to work well within a team; and A talent for creativity and problem solving. The Pay-Off: Opportunity to gain real-world experience and learn more about the digital marketing industry; Opportunity for class credit for completion of internship; Professional development in a challenging environment; and Prepare you for full-time employment.

Video Editor (JRS MarCom)

Pay: TBD. Approx. \$12/hour

Hours: TBD. Approx. 12-15 hours per week (12 weeks)

Location: Arlington Heights (hybrid of remote and in-person; fully remote possible)

This position will compile raw footage and edit together according to storyboard/script; communicate with Producer for guidance on overall goal/vision of the project; consult with Producer on additional graphics or effects, and insert as needed; consult with Producer on appropriate music and/or sound effects and add as needed; monitor audio and video levels for effective use in any and all digital formats and social media platforms; make adjustments as needed, deferring to Producer if major adjustments are necessary; and master final product, upon Producer and Client approval.

Videographer (JRS MarCom)

Pay: TBD. Approx. \$12/hour

Hours: TBD. Approx. 12-15 hours per week (12 weeks)

Location: Arlington Heights (hybrid of remote and in-person; fully remote possible)

This position will provide and operate digital video camera for location video recording; follow storyboard/shot list/script with an understanding of the goals of the final project; transport and setup production equipment, including audio and lighting equipment as needed; monitor proper audio and video levels for post-production; log video for post-production editing; make adjustments (i.e., angles, locations, etc.) as necessary; and work with client onsite and give direction to on-camera talent as needed.

Photo Studio Intern (Bordeaux Studio)

Pay: Unpaid (must be receiving college credit)

Hours: TBD

Location: Evanston
Assist lead photographer.

INFORMATION TECHNOLOGY

IT Technology Intern (Prime Telecommunications and Managed Technology)

Pay: \$10/hour

Hours: 10 hours/week (16 weeks; preferred start Oct 1, 2021)

Location: Evanston

The intern will be responsible for documenting and onboarding managed technology solutions. This will involve doing network discovery, network documentation and scripted deployment of agents onto client networks. Preferred field of study/major and skill sets: Computer networking, and Microsoft A+. Training and Educational/learning opportunities provided: Watchguard Technician Certification and Kaseya Certified Technician (Rapidfire Tools, IT Glue, VSA and BMS). Benefits available outside interns assigned job duties: DISC Evaluation, Mentoring, and Technology Assurance Group Conferences.

Web Design Intern (Niles Police Department)

Pay: Unpaid

Hours: 10-12 hours/week (16 weeks)

Location: Niles

The intern would design a new website for our agency. Preferred field of study/major and skill sets: Web Design. Educational/learning opportunities provided: Government operations.

Junior IT Technician (VoxConnect)

Pay: \$15/hr

Hours: 15 hours/week (9-3; 10 weeks; Preferred start Aug 16, 2021)

Location: Skokie

The intern will work under the supervision of the IT Technical lead and will assist with Tier1 Help Desk tickets, follow up with end users, miscellaneous IT support requests and assist with other IT projects as needed. The intern will also assist a senior IT engineer onsite at one of our customers offices in Chicago. The onsite IT support tasks will consist of setting up new computers for staff, setting up new accounts in Active Directory, software installations, IT hardware installations, documentation of systems, assisting end users with general IT support requests and assist with other projects as needed. Candidates should be currently enrolled in or completed a 2 year or 4 year IT program; have firm knowledge of Windows Operating systems; possess basic understanding of Microsoft Active Directory and Microsoft 365; have an understanding and setup of basic computer networking concepts; have desktop and laptop troubleshooting skills; have experience with software installations and setup; have strong documentation skills and strong communication skills both in person and over the phone.

IT Intern (Allera)

Pay: \$13/hr

Hours: up to 40 hours/week (flexible; up to 25 weeks)

Location: Deerfield

The intern will assist with setting up VPN connections for remote employees, mobile device enrollment and setup, and email accounts and Outlook profiles; assist with Tier1 Help Desk tickets and miscellaneous support requests; follow up with end users; and assist with special projects as needed. Candidates should be currently Enrolled in or completed a 2 year or 4 year IT program; have firm knowledge of Windows Operating systems; possess basic understanding of Microsoft Active Directory and Microsoft Office Suites; have an understanding and setup of mobile devices and basic computer networking concepts; have desktop and laptop troubleshooting skills; have experience with software installations and setup; have strong documentation skills and strong communication skills both in person and over the phone; and the ability to lift 25 lb. + equipment.

Software Systems Corporate Trainer (Maryville Academy)

Pay: \$10/hour

Hours: 15 hrs/week (16 weeks; between 9-5)

Location: Des Plaines

We are seeking someone to assist with corporate training of software systems, in particular, we are looking at Microsoft Teams and outlook. The intern will create short instructional videos related to specific items, such as MS TEAMS I.M, document sharing and team sites, MS Outlook calendar usage, MS one drive usage

and features, and scheduled virtual group trainings. The videos will be posted on our internal Intranet SharePoint site. We will use tools such as Snagit to capture the pc screen and audio from the trainer.

Helpdesk Technician (Maryville Academy)

Pay: \$10/hour

Hours: 15 hrs/week (16 weeks; between 9-5)

Location: Des Plaines

The intern, under general supervision, will spend 20% of their time related to data and software and 80% performing PC/telecommunications support to customers, including the installation and configuration of hardware and software, troubleshoots and provides first line diagnosis for PC/telecommunications hardware and software problems; provides help desk resolution assistance; and performs related work as required.

LAW ENFORCEMENT

ISP Internship Program (Illinois State Police)

Pay: Unpaid

Hours: 25 hrs/week

Location:

All students considered for the Illinois State Police (ISP) Internship Program must be in good academic standing with their respective college or university. Students interested in an unpaid internship must have the College Internship Coordinator or Department Chair write a letter of introduction which must include at least three preferred work locations to serve the internship, the exact time frame and number of hours the intern wishes to serve each week, and the number of credits the student expects to earn. Interns must be willing to work a minimum of 25 hours per week and must earn college credit while participating in the program. All applicants are required to successfully pass a background investigation. Students serving an internship within an ISP Forensic Science Laboratory may also be required to successfully pass a polygraph examination. For guidelines and application, please visit: <https://isp.illinois.gov/JoinIsp/Internships>

MANUFACTURING/ENGINEERING/CAD/AUTOMOTIVE/HVAC

Assistant Kitchen Designer (DDK Kitchen Design Group)

Pay: \$15/hour

Hours: 20 hrs/week

Location: Glenview

We are looking for an energetic person with an interest in interior design or construction. This person will provide support for our existing design team. The work will include going to job sites to measure, problem solving, job estimating, getting bids, meeting with clients, answering phones, and learning how to design and order beautiful high end kitchens.

MARKETING/ PR

Assistant Account Executive (Jill Schmidt PR)

Pay: \$13/hour

Hours: 20-24 hours/week (M-Th, 10am-4pm; 12-16 weeks)

Location: Northfield

The intern will work on media campaigns with existing clients to include creating and sending out pitches, and will participate on weekly update calls with clients. Preferred field of study/major and skill sets: Public Relations, Communications, or Journalism. Training opportunities provided: Cision Training, Media Training, Pitch Training, and Organizational Training. Benefits/Educational/learning opportunities provided: Networking. Working with Local & National Media, Mentorship from Agency Leaders, Working on a Team, and Accomplishing Weekly Tasks for Client & Agency. Software/equipment expected to use: Microsoft Office, Cision, and Mac & Cell Phone.

Digital Marketing and Tech Support Intern (Integrative Behavior Solutions)

Pay: \$11-13/hour

Hours: 12 hours/week (flexible; 10-16 weeks; preferred start Oct 4, 2021)

Location: Glenview

The intern will assist with social media postings, digital marketing, SEO, Wordpress website updates, set up business email address, assistance with reaching target market (teens and emerging adults who need

emotional support). Preferred field of study/major and skill sets: Business entrepreneurship/digital marketing and/or tech. Training/educational/learning opportunities provided: While the supervisor knows very little about tech, the internship would be provided within an encouraging environment. The right candidate will have the opportunity to be part of a small business growing from the ground up. The right candidate will be able to work independently while demonstrating considerable capabilities if projects are successfully implemented. Benefits available outside intern's assigned job duties: This internship will help demonstrate Success in building a doctors practice. These skills could be very marketable within the health care field. The intern will be expected to know how to update a Wordpress website without training needed.

Social Media Manager (JRS MarCom)

Pay: TBD. Approx. \$12/hour

Hours: TBD. Approx. 12-15 hours per week (12 weeks)

Location: Arlington Heights (hybrid of remote and in-person; fully remote possible)

The SMM will manage social media presence of multiple clients, for both specific campaigns and day-to-day activities; develop client brand awareness and online reputation; manage content, ideation, creation, and implementation; identify target customers, goals, and KPI's; keep current on emerging social media trends, creating periodic reports to review as part of clients' ongoing digital marketing strategy; analyze the long-term needs of each client's social media strategy and offer reports that outline any necessary changes to the digital marketing plan.

Social Media and Marketing Intern (AO Marketing + Promotions)

Pay: \$9/hour

Hours: 8-10 hours/week (flexible and telecommute options; 12 weeks)

Location: Evanston

The goal of this internship is to create and optimize various social media profiles for AO Marketing + Promotions. Assignments include making daily posts with relevant hashtags and interacting with the public on multiple platforms. Based on post interaction analytics, the intern will be responsible for creating a content database and developing a social media strategy for future employees. Business, Marketing, or Communications students may be best suited for this position. Applicants should be familiar with the digital media landscape and able to create professional, on-trend content for social media platforms. Experience using Facebook, Twitter, LinkedIn & Instagram business pages preferred. Interns will have an opportunity to learn how a small business can tackle marketing and branding from conception. Because AO Marketing + Promotions is a young company, this internship might appeal in particular to students who are considering launching their own business. This position will provide interns with first-hand experience resolving some of the challenges that confront small business owners every day.

Social Media Marketing Manager (Hometown Coffee and Juice)

Pay: \$20/hour

Hours: TBD (early Sept-mid-Dec, 2021)

Location: Glencoe

Hometown was built in collaboration with the community & that is a relationship that we will never take for granted. From our involvement in community events, to our partnership with local businesses- we get involved, we partner up, and we give back. We are more than a coffee shop, we are a place that brings people together & feels like home. As we take steps forward to grow that mission of community even further, we are looking for dynamic people to partner with us as we grow to our second store, our new event space and beyond. In the role of social media manager you will first and foremost learn our business and our values. We live them every day and you'll want to be fully immersed so you can translate the energy through our social channels and beyond. Specifically you will: Join us in creating a communication and content strategy that reaches the many age groups that love Hometown. (We are proud that at any given time there are often three generations on our patio; Post multiple times weekly to our social channels including Instagram and Facebook; Teach us about best practices, new channels, and techniques patiently and professionally; Learn our voice, our products and our values and translate those into meaningful content.; Listen in order to best communicate who we are; Be a master of Instagram, Facebook, constant comment (or the like) and one signal and be able to quickly assimilate to new platforms; Develop exciting social media programming that results in greater engagement; Be able to track content interactions; and Come into our spaces 3 times per week to capture photos and video.

Marketing Coordinator (Mossell Holistic)

Pay: \$15/hour

Hours: 12-15 hours/week (16 weeks)

Location: Park Ridge

Mossell Holistic needs a Marketing Coordinator. We are looking for someone who is persistent and outgoing. You must have a big smile, engaging personality, effective communication skills and care about the wellbeing of others. Candidates must be a self-starter and able to work independently, prioritize and multitask. Responsibilities: Develop and implement external & internal marketing strategy; Responsible for setting up all external & internal events and working at events; Coordinate and work at Health Screenings; Corporate communications to both prospects and clients to communicate, company value proposition, new services, and new functionality in the service offering; Manage a variety of materials including email, datasheets, editing videos, white papers, event signs, and other marketing projects for both print and online; Manage brand websites and social networks for optimal online exposure; Develop and drive public relations initiatives & manage marketing budget; Set up Talks and Lunch and Learns for area businesses; Coordinate community Health Screenings and working the Health Screenings; Develop and manage relationships with existing businesses and new businesses within the community; Create promotional material for community events; Implement online profiles such as Facebook, LinkedIn, etc.; and Prioritize and resolve problems with minimal supervision. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the job successfully: Comfortable in fast paced start-up environment; Strong people skills, loves meeting new people and talking about health; Ability to manage multiple projects simultaneously; Strong Project Management experience combined with skills in online and print marketing materials; Proficient with marketing software such as Canva, You Tube, video editing software, & other marketing platforms that can be used to create & promote professional marketing material in a professional manner; Strong Analytical and reporting skills; Effective written and oral communication; Proficient in Google Suite, Word, Excel, PowerPoint; Experience using computers for a variety of tasks; Self-motivator, determined, goal oriented; Must be extremely organized; A high level of attention to detail; Ability to work effectively within a team and independently; and Problem solves adequately.

Marketing Intern (BL Promos)**Pay:** TBD**Hours:** Part-time, flexible**Location:** Northbrook

This is an integrated hands-on marketing internship for promotional products. Internship will involve the following duties: everyday learning about the integrated marketing concepts throughout all our branding techniques, for BL Promos, as well as for our client base; utilizing various graphic skills to produce and send e-blasts to a select niche market in order to enable mass communication media information- following up via phone, as well as emails; researching for various clients and their target market needs; outside sales calls to existing, as well as, new clients, in order to build a good face to face relationship with the given target market for BL Promos; various limited invoicing, purchase order and sampling procedures for our client base; and conducting various internal office procedures. Please visit our web site @ www.blpromos.com to get more details about BLPromos.

Marketing Coordinator (Olson's Ace Hardware)**Pay:** \$13/hr**Hours:** 15 hours/week (10am-2pm; preferred start of 9/1/21; 12 weeks)**Location:** Park Ridge

Interns will assist in managing our social media platforms including Facebook, Instagram, Yelp, Google business page, Google ads, website and emails. Interns will assist in developing content for our digital platforms, in-house creative, marketing material and B2B services. They will be responsible for collaborating and executing in-house marketing events, promotions and gorilla marketing. Preferred field of study/major and skill sets: Marketing, Sales, Communications, or Public Relations. Training opportunities provided: Interns will be allowed to develop marketing plans for events, promotions and product launches with the guidance of our team. They will be exposed to hands-on experience with third party agencies that assist in our marketing efforts and development. Educational/learning opportunities provided: Interns will be included in corporate training, management training and marketing seminars. Benefits available outside intern's assigned job duties: Interns will be exposed to corporate development seminars, training and Networking. Software/equipment expected to use: Word, PowerPoint, Soci, Epicor, and Photoshop (training will be provided).

Marketing Assistant (inFocus Payroll)**Pay:** \$14/hr**Hours:** 10-20 hours/week (8-16 weeks long; ASAP start)**Location:** Evanston

Candidates should be studying Marketing and have experience using search ad and social media platforms. Interns will receive paid training with software vendors, and have multiple apps to learn and best practices to follow.

Marketing Intern (Prime Telecommunications)

Pay: \$10/hour

Hours: 10 hrs/week (flexible between 9-5; 16 weeks)

Location: Skokie

The intern will assist with managing scoring of leads in outbound marketing campaigns; managing social network presence and activities; website research for target companies; database research for target markets in direct marketing campaigns; database integration to CRM; and using CRM for sequenced email campaigns.

MEDIA/COMMUNICATIONS /JOURNALISM/ ARTS/THEATRE/EDUCATION

Coach (Game On! Sports 4 Girls)

Pay: \$20/hour

Hours: TBD

Location: Choose a location convenient for you around the area including Chicago and suburbs Glencoe, Lake Bluff, Northfield, Evanston, Winnetka, Vernon Hills, Hinsdale, Lake Forest, and Wood Dale

Join us at Game On! Sports and become part of a coaching team dedicated to empowering kids for life through sports. Find the reward and joy in helping us to implement our award-winning active programming that leaves girls and boys, ages 4 – 14, with a deep sense of what it means to be STRONG – strong in body, strong in mind and strong in team. Coaching opportunities include the following on-site after-school classes, Home 2 Home sessions that brings our multi-sport experience right to the homes of kids in need of active outdoor engagement, birthday parties, Proud to Throw Clinics, and more. This paid instructing position is perfect for high school students (juniors and seniors), college students, or any adult with spare time that desires to bring the joys of sports and other active and creative endeavors to kids on weekdays (with more demand for after-school hours) and weekend hours if desired. Training, programming, equipment and safety protocols are provided. Desired Skills & Expertise: Experience working with kids, Strong athletic background; A passion for sports and working with kids; A keen understanding of and passion for the empowerment of kids through sports; Energetic, patient, warm & spirited; Responsible and organized; Good communicator; Team player; Great sense of humor; and Great references.

MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY

Community College Internships (The Office of Science / US Department of Energy)

Pay: \$600 weekly stipend

Hours: TBD (10 weeks; Summer 2022)

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 2022. The application system for the 2022 Summer Term Community College Internships (CCI) program is currently open, with all applications due by 05:00 PM Eastern Time on Jan 12, 2022.

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: <https://science.osti.gov/wdts/cc/>

Science Undergraduate Laboratory Internships (The Office of Science / US Department of Energy)

Pay: \$600 weekly stipend

Hours: TBD (10 weeks; Summer 2022)

Location: TBD

The Office of Science / US Department of Energy is pleased to announce paid research internship opportunities for undergraduate students majoring in areas of Science, Technology, Engineering, and Mathematics (STEM) for the Summer of 2022. The application system for the 2022 Summer Term Science Undergraduate Laboratory Internships (SULI) program is currently open, with all applications due by 05:00

PM Eastern Time on Jan 12, 2022. The Science Undergraduate Laboratory Internships (SULI) program places students from 2 and 4 year undergraduate institutions as paid interns in science and engineering research activities at DOE national laboratories and facilities, working with laboratory staff scientists and engineers on projects related to ongoing research programs. 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 850 internships are sponsored annually. Application is made online. Full program information and descriptions, including links to the online application system, are available at: <https://science.osti.gov/wdts/suli/>

Health Information Management Technician (Weiss Memorial Hospital)

Pay: \$12/hr

Hours: 10-20 hours/week (days, afternoons, weekends; 16 weeks; start Aug 2021)

Location: Chicago

Interns on this project will be responsible for sorting and scanning medical record documents into Cerner the electronic medical record, performing quality check and indexing the documents.

Health Information Management Technician (West Suburban Medical Center)

Pay: \$12/hr

Hours: 10-20 hours/week (days, afternoons, weekends; 16 weeks; start Aug 2021)

Location: Oak Park

Interns on this project will be responsible for sorting and scanning medical record documents into Cerner the electronic medical record, performing quality check and indexing the documents.

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES

Various positions available (PAWS Chicago)

Pay: UNPAID

Hours: 12-20 hrs/week (100 hrs minimum)

Location: Chicago

Gain valuable experience in animal welfare and non-profit work with Chicago's largest No Kill organization. A national leader in the No Kill movement, PAWS Chicago offers a variety of internships for college students seeking career experience and training by industry professionals. Applicants must be at least 18 years of age and willing to commit 12 – 20 hours per week to their program. While it is not necessary to be a college student, priority consideration is given to students seeking academic credit and individuals interested in receiving career experience in a relevant field. For more information about specific positions, such as Graphic Design, Animal Training or Care, and Special Events, visit: <https://www.pawschicago.org/how-to-help/internships>. To apply, submit a resume and thoughtful cover letter, and answer the brief questions on the application page. Application deadline for Fall 2021 is September 15, 2021.

Intake Hotline Intern (WINGS)

Pay: UNPAID

Hours: 12-16 hrs/week (between M-F 9-5; 350 hrs minimum)

Location: Palatine

Learn the Intake process for all Community Based Services including Housing, Counseling and Latina Outreach Programs by conducting phone intakes, screening for eligibility and participation in staffing intakes. Completes and maintain case notes and documents service statistics.

Assistant to WINGS Chief Program Officer (WINGS)

Pay: UNPAID

Hours: 10-15 hrs/week (between M-F 9-5; 150 or more hours; 3-9 month placement)

Location: Palatine

The Assistant will work closely with the Sr. Director of Program Services in an administrative role creating new procedures, researching, attending meetings, making appointments, taking minutes, etc. This would be an ideal opportunity for an Associates or Bachelors level student interested in learning the process of how programs come into fruition, starting new programs, and the administrative/reporting aspect of the social service field.

PARALEGAL/POLITICAL/GOVERNMENT

Paid Spring '22 Fellowship (Senator Ram Villivalam)

Pay: \$15/hour

Hours: 20 hrs/week (Jan-May 2022)

Location: Chicago

The office of State Senator Ram Villivalam is now accepting applications for our Spring 2022 Fellowship. Senator Villivalam has promised the 8th District progressive, effective leadership and top-notch constituent services. Our team needs detail-oriented, experienced individuals to help enact these promises and ensure we continue to reach all constituents through new and different tools needed during the COVID-19 pandemic. State Senator Villivalam represents the 8th State Senate District, made up of 217,000 people spread across 21 neighborhoods in the city of Chicago and five suburban municipalities. A State Senator's role is twofold: passing state-level legislation in Springfield and providing constituent services to those living in the district. The office of Senator Villivalam is tasked with helping constituents navigate government programs, engaging in community outreach, planning programming for the district, and completing policy research among other responsibilities. Fellowship duties: Constituent Services (work with staff members to engage with constituents, help with case intake, and provide critical services); Compiling and Organizing Vital Resources (assist in compiling federal, state, and local resources to share with constituents); Volunteer Management (Help run our robust volunteer programs, which include senior wellness calls, grocery delivery, and more); Briefings (Research and prepare briefings for State Senator Villivalam); Research. Write at least one policy proposal and present it to Senator Villivalam. Qualifications and Requirements: Applicants must be passionate, self-motivated, hardworking, and detail oriented. Strong writing and organizational skills are required. Prior service experience (in a government office or similar setting) preferred but not necessary. The fellowship will run between January-May 2022. Work hours are approximately 20 hours per week. Exact schedule will be determined on a case by case basis. Pay will be \$15/hour. Fellows will also be eligible for healthcare benefits! TO APPLY: Email your resume with the subject line "Spring 2022 Fellowship" to erika@senatorram.com by Sunday, December 19, 2021. Please include a brief, 1-2 paragraph, statement of interest in the body of your email.

Unpaid Spring '22 Internships (US Department of Justice)

Pay: Unpaid

Hours: 16 hrs/week (Spring 22)

Location: Remote

The Federal Coordination and Compliance Section of the US Department of Justice, Civil Rights Division, is accepting applications for unpaid spring '22 internships from college, law, and grad school students who are able to work at least 16 hours per week for the semester. Interns will have the option of working remotely if the FCS office in Washington, DC is open. Information on FCS is here: [Civil Rights Division Offices & Sections Employment Opportunities \(justice.gov\)](https://www.justice.gov/crt/civil-rights-division-offices-sections-employment-opportunities#fcs) and application procedures are here: <https://www.justice.gov/crt/volunteer-and-paid-student-internships>. Intern hiring is done on a rolling basis until November 1 so interested students should apply promptly.

Legal Assistant (Law Offices of Gregory Fraterrigo)

Pay: \$12/hour

Hours: 20 hrs/week (flexible hours; 16 weeks)

Location: Chicago (N Central Ave)

Sole Practitioner in Civil Litigation in Cook County and outlying counties looking for intern to be trained to take on full time position with a complete understanding of managing a lawsuit from beginning to final disposition. This will include opening new files, preparing initial court documents, e-filing, preparing pleadings, discovery and motions, setting depositions, phone contact and correspondence with clients, insureds and opposing counsel. Trainee/Employee will learn to use PCLaw with respect to above. Some general office duties such as preparing checks, diarying of important dates including court appearances, depositions and other appointments. Training will be provided, and can lead to full time position.

Real Estate Law Firm Intern (Saranow Law Group)

Pay: Negotiable

Hours: 10-20 hrs/week (8-16 weeks)

Location: Northbrook

The student will learn how to analyze properties for purposes of filing appeals. They will generate comparables and draft legal briefs from the findings. They will learn to work with team members. We will teach them everything they need to know in the real estate appeal industry. There will be possible

networking opportunities and other similar opportunities. They will become a mentee of William Saranow. Training will be providing on Client Management Software, excel, word, etc.

Paralegal (Owaynat Law Group)

Pay: \$10/hour

Hours: 15-20 hrs/week (16 weeks; with opportunity for full-time hire; Not hiring until Fall 2021)

Location: Lincolnwood

Intern will be responsible for ordering and organizing client medical records, following up with medical facilities on bill and records, creating claims with insurance companies and following up with them on requested documents. Intern

will also learn negotiation tactics and how to write powerful demand letters. Intern will learn how to negotiate effectively; how to order medical records and organize relevant records from irrelevant records; how to draft powerful demand letters; and how to file and draft legal complaints. Intern will get exposed to litigation discovery and how to propound discovery. Intern will get mentoring from a litigation attorney and from experience legal assistants and paralegals.

Intern will have access to a vast amount of free learning material that usually costs thousands of dollars. Intern should have their own cell phone and laptop.

Paralegal (Jeffrey A. Rabin & Associates)

Pay: \$10-2/hour

Hours: up to 20 hrs/week (16 weeks)

Location: Park Ridge

We represent medically disabled people seeking Social Security Disability and SSI benefits. The intern will be maintaining contact with clients with pending applications to reassure them that the case is moving forward and to update medical treatment. The intern will also perform medical record requests, use data base reports and perform other tasks required by the 3 other paralegals on this team. The intern will be directly involved the working with physically and mentally ill clients and will learn the law and systems of the Social Security disability programs. Software/equipment expected to use. Is training provided: Filevine Case Management software; MS Work; MS Teams; MS Outlook; some Social Security Administration software for access to their files. Training will be provided.