Internship Opportunities – Jan 31, 2022

(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

Accounts Receivable/Credit & Collections Intern (Carstens, Inc.)
Pay: $15/hr
Hours: 20 hours/week (26 weeks; ASAP start)
Location: Chicago (Wilson Ave.)
The intern will generate invoices, apply payments, maintain customer accounts, communicating with customers as needed. The intern will correctly bill customers, generate and send out invoices and account statements, process all forms of payment which includes credit cards and cash, investigate and resolve payment discrepancies, irregularities or enquires; making adjustments as needed, and maintain customer accounts. Preferred field of study/major and skill sets: Accounting or Economics/Business Administration with a keen eye to detail, works in Excel and a basic knowledge of Microsoft Office. On the job training provided. Benefits/Educational/learning opportunities provided: Working in a manufacturing environment with exposure to all facets of the operation. Opportunity to observe a manufacturing/distribution environment. Hands on training with our experienced financial team. Exposure to a world class Sales and Marketing team. Software/equipment expected to use: Training provided in Microsoft Dynamics GP.

Tax Season Intern (Tax Elite Accounting Services)
Pay: $10/hr plus commission
Hours: 15+ hours/week (ASAP-mid-April; position could extend into summer)
Location: Niles
The intern will assist tax preparers with data entry, answer phones, collect tax documents from clients. Training will be provided to prepare basic income tax returns on Drake software. Our Tax and Accounting Firm has been assisting the needs of the community since 2005. Our small and relaxed office environment provides lifelong learning skills with live interaction with clients on a daily basis. We have proudly hired/worked with 4 other Oakton interns over the last 5 years.

Tax Season Scanner Internship (Friedman & Huey Associates)
Pay: TBD
Hours: 15-25 hours/week (in-person; Feb-mid-April)
Location: Northbrook
The intern will assist with organizing and preparing client tax files to ready them for imaging. Files must be organized by type of documents, Scanned and uploaded to data center, and Bar codes printed. The intern may be asked to perform other duties or special projects during our busy tax season. Required skills: Punctual, thorough, reliable; Able to work independently with minimal supervision; and have basic knowledge of different tax documents a plus. Benefit to student: recognize and become familiar with different tax documents and experience working in an office environment/ accounting firm. This is a wonderful opportunity for you to gain experience and learn about public accounting (and us).

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 raining on tax software, a hands on training class, and one-on-one mentoring.

Accounting Tax Intern (Lincoln Benefit Life)
Pay: $20/hr
**Accounts Receivable** 
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.

**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 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.
**Bookeeper** (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; 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.

**BUSINESS/SALES**

**Office Assistant** (The Dubin-Guru Group)
**Pay:** $15+/hour
**Hours:** part-time
**Location:** Deerfield
Immediate position- Part time (Day ): Remote as well as Office based - flexible shifts. Job involves being part of a growing real estate development group with real estate projects totaling $50+ million, in Illinois, Louisiana, South Carolina and Minnesota and rental investment properties in Illinois. The job requires to handle tasks independently, handling Office routines including verifying opening mails, ordering items, scanning documents, coordinating office routines, searching and organizing records online. Exposure to Excel, Word, Dropbox, etc; really helps but can be learned on the job for the interested candidate. The successful candidate must be very organized and with work experience in a real estate office environment doing hands on experience in above tasks using a combination of electronic and manual systems for at least 1 year and must have hands on experience with different components of MS Office software , online filing methods such as Dropbox. QuickBooks, Bill.com exposure an added plus but not necessary to start. Training will be providing to assist in Accounting tasks. Can be structured as an internship. Valid Driver’s License and ability to drive to work is required. References and successful background checks will be required

**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- closing, 5-7:30pm)
**Location:** Glenview
The intern will recruit participants for market research studies, answer phones, perform data entry, and re-screen previously recruited participants.

**Administrative Assistant** (NS Management)
**Pay:** $13/hour
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; 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

Interactive Apprenticeship – Creative Focus (Accenture)
Pay: TBD
Hours: full-time for 1 year with opportunity for permanent position at the completion
Location: Chicago
The apprenticeship is an “earn and learn” program providing: Salary, training, and real-world experience; Coaching to build skills at the entry-level position and advance your career; A full-time, yearlong position with an opportunity to be retained at the end of the program; available to candidates with a HS diploma or equivalent but without a bachelor’s degree. There is never a typical day at Accenture, but that’s why people love it here! As an Interactive Apprentice, you will support us in our mission of changing the experiences of people in the world. You will learn and apply creativity to change the way people experience interactions with each other and with the brands and companies we see every day. You might spend your day: Developing digital experience solutions that make a difference to business, society, and the environment; Joining a diverse and inclusive team, filled with different Accenture teammates from around the world; Identifying strategic solutions to achieve desired outcomes; Designing experiences that make people's lives better by reimagining industries, value propositions, products, services, and operating models; Communicating experiences to reach all audiences with bold ideas and marketing across every touchpoint; Running experiences by optimizing marketing programs in a complex world through new service models; Leveraging our alliances with leading companies - such as SAP, Adobe, Salesforce, IBM, among others – to drive and accelerate real business impact.

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.

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**INFORMATION TECHNOLOGY**

**Program and Project Management Technology Apprenticeship** (Accenture)

**Pay:** TBD

**Hours:** full-time for 1 year with opportunity for permanent position at the completion

**Location:** Chicago

The apprenticeship is an “earn and learn” program providing: Salary, training, and real-world experience; Coaching to build skills at the entry-level position and advance your career; A full-time, yearlong position with an opportunity to be retained at the end of the program; available to candidates with a HS diploma or equivalent but without a bachelor’s degree. The work: Develop technology solutions that make a difference to business, society, and the environment; Join a diverse and inclusive team, filled with different Accenture teammates from around the world; Actively work in delivering large IT solutions to clients on time and within budget, working closely with your team to ensure project deadlines and delivery standards are met; Learn about every stage of the Service Delivery Lifecycle — from new system rollouts to enhancements to ongoing maintenance of applications; Closely analyze and test any new components or enhancements to existing IT modules; Talk with team members to design solutions that meet end users’ needs and technical requirements; Act as a detective, looking closely at software to make sure everything’s working to specification; Troubleshoot basic issues on all types of business systems; Be a team player, supporting your
Interactive Apprenticeship – Technology Focus (Accenture)
Pay: TBD
Hours: full-time for 1 year with opportunity for permanent position at the completion
Location: Chicago
The apprenticeship is an “earn and learn” program providing: Salary, training, and real-world experience; Coaching to build skills at the entry-level position and advance your career; A full-time, yearlong position with an opportunity to be retained at the end of the program; available to candidates with a HS diploma or equivalent but without a bachelor’s degree. There is never a typical day at Accenture, but that’s why people love it here! As an Interactive Apprentice, you will support us in our mission of changing the experiences of people in the world. You will learn and apply creativity to change the way people experience interactions with each other and with the brands and companies we see every day. You might spend your day: Developing technology solutions that make a difference to business, society, and the environment; Joining a diverse and inclusive team, filled with different Accenture teammates from around the world; Learning programming skills to build portions of applications that solve our client's business and technology challenges; Actively working in delivering large technology solutions to clients on time and within budget; Learning about every stage of the Service Delivery Lifecycle — from new system rollouts to enhancements to ongoing maintenance of applications; Closely analyzing and testing any new components or enhancements to existing technology modules; Talk with team members to design solutions that meet end users’ needs and technical requirements; Roll up your sleeves and work on all aspects of programming: Define, design and deliver new applications with your teammates; Develop the system details and interfaces; Make sure critical systems continue running for our clients by maintaining the software code; Analyze basic tech issues; Keep well-written records describing how the software works and how to troubleshoot; Support implementation of new technologies, ensuring a successful transition to what’s new. At Accenture Interactive, we hire the best people and then we help them become even better. You will quickly develop your technology skills and business acumen and build deep insights into the industries and global environments in which our clients operate. Right from the start, you'll receive world-class training, career counseling, mentoring and support to help you achieve professional success and grow your career. Throughout this guided year long program, you will gain exposure to a broad range of career paths and through the training and real client opportunities be able to build on your unique skills to select the right path for your future.

Application Development Associate Technology Apprenticeship (Accenture)
Pay: TBD
Hours: full-time for 1 year with opportunity for permanent position at the completion
Location: Chicago
The apprenticeship is an “earn and learn” program providing: Salary, training, and real-world experience; Coaching to build skills at the entry-level position and advance your career; A full-time, yearlong position with an opportunity to be retained at the end of the program; available to candidates with a HS diploma or equivalent but without a bachelor’s degree. The work: Develop technology solutions that make a difference to business, society, and the environment; Join a diverse and inclusive team, filled with different Accenture teammates from around the world; Learn programming skills to build portions of applications that solve our client's business and IT challenges; Actively work in delivering large IT solutions to clients on time and within budget; Learn about every stage of the Service Delivery Lifecycle — from new system rollouts to enhancements to ongoing maintenance of applications; Closely analyze and test any new components or enhancements to existing IT modules; Talk with team members to design solutions that meet end users' needs and technical requirements; Roll up your sleeves and work on all aspects of programming: Define, design and deliver new applications with your teammates; Write the programing code that brings new apps to life; Develop the system details and interfaces; Fix any bugs that creep into any old or new code; Make sure critical systems continue running for our clients by maintaining the software code; Analyze basic tech issues and stop the damage; Keep well-written records describing how the software works, any special configurations, and how to troubleshoot; Support implementation of new technologies, ensuring a successful transition to what’s new.

Microsoft Training Coordinator (Village of Skokie)
Pay: $14.13/hour
Hours: 15 hrs/week (16 weeks; between 8:30-5)
Location: Skokie
The intern will assist with IT support requests, hardware installation, and documentation of systems. The intern will have the opportunity to work with computer networks, GIS mapping, and public safety technology. We are looking for a team player who is personable, enthusiastic, and open to learning new things. Programming experience is a plus. While there are not formal training provided, there will be a myriad of on-the-job learning opportunities available. The intern will have opportunities to engage in software application creation, business analytics, video security, and ERP systems.

Microsoft Training Coordinator (Maryville Academy)
Pay: $15/hour
Hours: 15 hrs/week (16 weeks; between 9-5)
Location: Des Plaines
We are seeking someone to assist with corporate training. We are looking at Microsoft Teams, Outlook, and One Drive. The intern will assist a 3rd party vendor in coordinating virtual trainings throughout the agency and also create short instructional videos related to specific items relevant to Maryville that could complement the virtual training.

Helpdesk Technician (Maryville Academy)
Pay: $15/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.

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.

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/ELECTRICAL

Engineering Intern (Semler Industries)
Pay: $17.50/hour
Hours: 30-40 hrs/week (12 weeks; preferred start May 2022)
Location: Franklin Park
The intern will assist with: performing research to gain necessary information to innovate and construct new product development ideas; testing completed equipment to confirm operation and metrics meet design requirements; preparing documents related to the creation and testing of new product developments or other assigned projects; and maintaining the R & D work area in a neat and organized manner. Preferred field of study/major and skill sets: Mechanical engineering. Training provided but some knowledge is preferred of engineering applications.

Technical Engineering Intern (Permapipe)
Pay: $12-15/hour
Hours: 20 hrs/week (Spring semester; preferred start Jan 2022)
Location: Niles
The intern will conduct software and hardware product testing in the lab; assist with engineering documentation such as drawings, work instructions, etc.; assist with new product documentation such as manual writing; assist with developing and updating CAD drawings; and performs other duties/ projects as assigned or as required by the position. Preferred field of study/major and skill sets: Mechanical engineering. Training provided but some knowledge is preferred of engineering applications.

CAD/CAM Graphics Intern (Design Group Signage)
Pay: $18-20/hour
Hours: 20+ hrs/week (8am-12pm or 8am-2pm; 8-16 weeks; preferred start Jan 2022)
Location: Des Plaines
The intern will assist with CAD drawings, CAM setup/operation, graphics, full color art + production, and vinyl lettering. Preferred field of study/major and skill sets for candidate :CAD/CAM, mechanical knowledge, technical knowledge, graphic design experience, software proficient, and Adobe library. Training opportunities provided: All facets of technical drafting and graphic design - start to finish.
Educational/learning opportunities provided: How to use graphics/CAD software, CNC routing (if interested), graphics, graphics production, vinyl printing, cutting, and application, learning different types of laminates, vinyls, and decals, how to make both technical and sales drawings for signage and architectural fabrications. Benefits available outside intern's assigned job duties: Mentoring, operation of equipment and machinery, and opportunity to branch off into other trades/training if acceptable/interested. Software/equipment expected to use: Adobe library, CAD, miniCAD, AutoDesk Fusion 360, Enroute. Training provided, previous experience is a plus.

**Assistant Superintendent Intern** (F.H. Paschen)

**Pay:** $19/hour

**Hours:** 40 hrs/week (7am-3pm; 12-16 weeks; Summer internship beginning May 2022)

**Location:** Chicago

The intern will assist in the management of field operations at the project site; be involved with the coordination and overseeing of subcontractors and trade employees; be an active participant in Corporate Safety and Quality programs. The intern will: Understand existing or potential Health Risks, follows and enforces guidance to prevent or eliminate health hazards; Assist in the implementation, enforcement and maintenance of corporate Safety, Quality and Production programs; Understand subcontractor contract obligation (Schedule A); Assist in the management multiple trades and personalities; Need to take detailed direction; Need to be able to give clear detailed direction; Self-understand crew ability; Assist in managing crews and schedules; Utilize manpower time tracking (produce time sheets); Uphold Safety & QC Program, JHA's, Material Inspection, and Produce Daily Reports. Preferred field of study/major and skill sets: Engineering or Construction Management or equivalent combinations of technical training. Training/learning opportunities provided: OSHA 30, Real world experience, networking, workshops/speakers, and mentoring. Software/equipment expected to use: Bluebeam, Procore, P6, and SiteSpecs (assistance and training will be provided).

**Electrician Technician** (Expand Wireless Services)

**Pay:** $15/hour

**Hours:** 20+ hrs/week (16 weeks with possibility of full-time/permanent)

**Location:** Mt. Prospect

The intern will assist with installing cables and conduits, power panel, telecommunication and electronic modules inside cabinets and wiring them, upgrading software to units and integrating BTS in the network for final operation, and doing 911 testing. Experience in the electrical field is a plus, but willing to learn on the job and traceability will be very helpful.

**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**

**Social Media Intern** (Crown and Compass)

**Pay:** $8-10/hour

**Hours:** 10 hours/week (16 weeks; preferred start March 1, 2022)

**Location:** Arlington Heights

We are a coaching company that amplifies the voices of those making an impact through podcasting, publishing, speaking, and writing. The intern will create, schedule and engage on social media platforms. Preferred field of study/major and skill sets: Business and Marketing/ or Psychology.

Training opportunities provided: We will guide the intern on how to create a marketing plan and give real-life opportunities on how to empower yourself as an employee and an entrepreneur. Educational/learning opportunities/benefits provided: We are an inclusive group that understands the importance of empowering everyone we work with and whom we work for. We love questions, we love personal growth. We are open to an intern who wants to do more and learn more. We would love to offer mentoring and coaching as an addition to the intern experience. Software/equipment expected to use: Canva is a must. Working knowledge
of social media platforms such as Instagram, Facebook, Twitter and YouTube a plus. We are looking to grow our online presence, thus, engagement is required.

**Digital Marketing Intern** (Sports Science Institute of Illinois)

**Pay:** $10-15/hour  
**Hours:** 10-20 hours/week (between hours of 10-6pm; 4-6 weeks; preferred start Nov 2021)  
**Location:** Northfield  
The intern will assist with implementing an Email marketing software program; collaborating on Theme based email marketing campaigns; creating marketing material based on approved Themes; exploring Social Media Platforms: FB, Instagram and Tik Tok for posting content. The ideal candidate would be nearing their graduation date and will be going on to complete their 4 year program in Digital Marketing, Social Media, etc. Any experience with Video Editing is a plus.

**Administrative/Marketing Assistant** (Heeyoung Kim State Farm Insurance Agency)

**Pay:** $12-14/hour  
**Hours:** Flexible hours between M-F 9-5:30 and Sat 10-1; 12-16 weeks or longer  
**Location:** Skokie  
The Heeyoung Kim State Farm Agency is seeking a proactive individual who is able to multi-task. This intern will gain critical experience working in an office environment. Through this internship, the intern will learn the day-to-day tasks of working in a State Farm Agency and will also assist with marketing and customer outreach. This is a great opportunity to develop time management and organizational skills as well as learning how insurance applies to everyday life. Projects/activities to be assigned to intern: Implement the agency’s ECRM, DSS, claims and service tasks at direction of the office manager; work from the agent’s office to contact prospects and current policyholders to maintain retention and avoid lapse/cancellation; conduct needs based service in the agent’s office supported by technology; Meet marketing goals set by the general manager and marketing coordinator; provide prompt, accurate, friendly, cost-effective service and utilize it as basis for establishing a marketing opportunity; Work with agent’s computer system to update information in customer databases used by the agent; Perform other related duties as assigned by the office manager. Preferred field of study/major and skill sets: Experience in marketing and/or customer service desirable; Experience with popular computer software desirable; Ability to learn and adapt quickly to the office environment; Ability to influence others; Ability to create professional business relationships with customers; Strong listening, oral and written communication skills; Ability to take initiative and act effectively in various circumstances without direction; Self-confidence/perseverance/strong work ethic: remain positive and maintain progress towards a goal in spite of obstacles and adversity; Goal oriented: highly motivated and resourceful to achieve results; Proven track record of trustworthiness, dependability and ethical behavior; Proven problem solving ability: apply and balance conceptual and analytical thinking by breaking down complex problems, evaluating alternative sources of action and their likely outcomes, and selecting the best alternative; and Ability to organize and act on several activities concurrently. Educational/learning opportunities provided: Intern will slowly learn the basics of insurance while performing administrative tasks. Intern will have daily conversations with direct supervisor to track how intern is progressing. Intern can expect to learn how an office environment operates, learn how insurance is important to many people, and work on their Excel skills. Benefits include mentoring, networking, knowledge and experience using Salesforce CRM. Software/equipment expected to use: Salesforce, Skype for Business, Microsoft Office - training is provided.

**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 assisting 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.

Museum Curatorial Intern (Niles Historical Society)
Pay: Unpaid
Hours: 10 hours (11am-3:30pm; 8-16 weeks)
Location: Niles
The mission of the Niles Historical and Cultural Center is to preserve, teach, and build upon the rich history of Niles and its people using engaging exhibits and inspiring programming. The intern will assist with Inventory, cataloging and re-housing artifacts; scanning photographs and archival materials; assisting with research, design, development and install of exhibits; photographing artifacts to add to collection management software, Past Perfect; and entering items into Past Perfect database. Preferred field of study-major and skill sets: Museum Studies or History. Educational/learning opportunities provided: Intern will receive firsthand experience in many facets of a small museum. Software/equipment expected to use: Microsoft Office, digital photography, flatbed scanner

Summer Day Camp Intern (Discovery Day Camp)
Pay: Starting at $350/week
Hours: 35-40 hours (8:30am-3:30pm; 9 weeks)
Location: Indian Creek (Vernon Hills)
Join our team for Summer 2022! We love to get creative at Discovery Day Camp to provide you with internships, college credit hours, and skill building opportunities for your future adventures. Join us for a summer of building connections, making an impact, and developing your: adaptability, resilience, playfulness, and ability to think on your feet. Discovery Day Camp is a family owned and operated summer day camp for girls and boys ages 4-14 located in Vernon Hills, Illinois. Spend your summer outside enjoying Adventure, Athletics, Creative and Performing Arts, Swimming, Special Events, and so much more! The dates for camp are June 1st-August 5th and the typical day is 8:30am-3:30pm with additional hours available. Discovery Day Camp’s staff are enthusiastic and passionate individuals who lead campers through a variety of activities on a daily basis outside. Interns will educate, lead, and mentor children with over 300 hours of camp programs, trips, and events. Applicants should have high energy and flexibility, and experience working with children. Additional requirements include the ability to multitask, effectively communicate, and have a positive attitude. We work with you to develop an internship description and goals that fit both of our needs! For more information and to apply, please go to: https://campdiscovery.campmanagement.com/p/register_staff_m.php

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**

**Space/Aviation Fellowship** (Zed Factor Fellowship)

**Pay:** Paid

**Hours:** TBD (10 weeks; Summer 2022)

**Location:** TBD

The Zed Factor Fellowship is pleased to announce its 2022 fellowship program, an aerospace internship and community outreach program for underrepresented students from all majors at leading space and aviation companies. Students selected for the program will receive a 10+ week paid summer or fall fellowship and students from all majors including STEM, business/marketing, communications, policy/pre-law, are encouraged to apply. Founded by a group of aerospace professionals from diverse backgrounds, the Zed Factor Fellowship empowers and engages learners and aspiring space and aviation professionals through hands-on, practical experiences working in and contributing to the leading companies of the aerospace community. In addition to the internship placement, students will receive mentorship from an executive and young professional in their field, and carry out a funded space or aviation-related community service project.

Applications are currently being accepted for placement with leading space and aviation companies for internships beginning in late spring/early summer 2021. More information can be found on our website https://zedfactorfellowship.org, and questions can be directed to info@zedfactorfellowship.org. The deadline for applications is January 3rd, 2022.

**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/cci/

**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/ LAW ENFORCEMENT

Police Cadet (Park Ridge Police)
Pay: $15/hr
Hours: Part-time
Location: Park Ridge
The City of Park Ridge's Police Department is seeking qualified applicants for the part-time position of Police Cadet. All interested candidates must complete Frontline National exam through National Testing Network. Applicants must fill out the application on the National Testing Center website and successfully complete the required exams. The Police Cadet Program provides an opportunity for individuals interested in pursuing a career in law enforcement to obtain valuable work experience in a law enforcement environment. Cadets are given rotating assignments flexible with their college class schedules while working within the Park Ridge Police Department. The program may also be able to fulfill the college student’s criminal justice internship requirements as a paid internship. Successful candidates upon turning 21 years of age will be eligible for open sworn police officer positions with the Park Ridge Police Department if available. **Job Requirements:** Must be 18-20 years of age; Valid State of Illinois driver's license required; This position is considered medium duty work in nature and requires the exertion of up to 25 pounds of force; May be subject to animal attacks and infectious diseases carried by animals; Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes; Operations are 24/7 therefore personnel shall be available/open to be scheduled to work all shifts including weekends; holidays as needed and some hours outside regularly scheduled time as well. **Hiring Process:** 1. Apply through the City's website; 2. Take the basic validated entry level test through the National Testing Network; 3. Attend an oral interview with an interview committee with the Park Ridge Police Department; 4. Must be able to pass the Police Power Test 5. Complete a physical and drug test with the City's occupational provider; 6. Complete a background check.

Youth Advocate Intern (Winnetka Youth Organization)
Pay: Unpaid
Hours: 10-20 hours (Must be available to work Friday & Saturday evenings when needed; 4-16 weeks)
Location: Winnetka
The Winnetka Youth Organization's mission is to foster individual development in adolescents by providing adult-to-youth mentoring with opportunities for leadership, citizenship and education within a positive, encouraging environment. Through our diverse positive youth development initiatives, we empower adolescents to become more active community members and leaders, while also giving them opportunities to develop confidence in their own talents and skills. The intern will supervise drop-in center and teens during open center hours; be a supportive mentor and provide problem-solving counseling techniques and referral information to teens as necessary; aid the Program Director in development, planning, and implementation of WYO sponsored activities, including youth board meeting and social service outings; work with the Program Director to advertise recreational, social service and diversity programs for the teen center online and in person; canvas area schools and businesses to promote awareness of programs; assist with marketing, fundraising, and community-based projects; assist Executive Director in cultivation of relationships with outside agencies and school clubs to create new, innovative programs focused on prevention and education; maintain the WYO drop-in center cleanliness and lock up after shift; participate in
staff meetings towards a team environment; maintain daily statistics regarding the youth using the program, as well as the activities sponsored by the WYO; keep other staff informed of happenings during shift; take initiative with on-going projects, new activities, and tasks at the center. Candidates must pass appropriate criminal background check and comply with Illinois Mandated Report laws. Ideal candidates will be students working towards BA in social work, sociology, non-profit management, psychology or related field. Preferred candidates will have prior experience working directly with adolescents is helpful, a genuine love of teens and a belief in their potential, creative, energetic, self-starter who can lead programs and create new avenues of fun and inspiration for our youth.

**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**

**Paralegal** (Owaynat Law Group)  
**Pay:** $12+/hour  
**Hours:** 15-20 hrs/week (more hours upon request; 16-25 weeks; with opportunity for full-time hire)  
**Location:** Chicago (Devon and Pulaski)  
Intern will gain valuable practical experience from an attorney and get exposed to real world legal tasks. This is a young, up and coming law firm that has already taken the legal world by storm. We pride ourselves on being very hands on and client oriented. We are a family first and foremost and are very flexible and helpful to our staff. The intern will be trained and given opportunities to practice what they learn right away! Intern will be responsible for ordering and organizing client medical records, following up with medical treatment, speaking with clients and insurance adjusters directly, speaking with medical facilities to order medical bill and records, and negotiating down medical lien, 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 from detailed templates we provide. Intern will learn how to read, order, interpret, and organize medical records and other relevant records. Intern will get exposed to litigation discovery and how to propound discovery. Intern will get first hand mentorship from a litigation attorney and from experienced
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.

**Licensing Analyst Paralegal Internship** (Forefront Dermatology)
*Pay:* $17/hour  
*Hours:* 30 hrs/week (6 months or longer; Start Dec 2021)  
*Location:* Lake Forest  
The Licensing Analyst will be trained on completing and submitting business licenses and permits that are required for Forefront to operate its clinics in all states where it currently does business and in new states in which Forefront intends to do business. The intern will also be trained on recording fees for licenses and permits in the Microsoft Great Plains. The intern will be trained and assist in the following areas: Coordinates with the integration team, legal department and accounting department to determine which state and/or local business licenses/permits are required for all new clinic locations; Collaboration with the legal department, accounting department, and clinic staff to complete business license/permit renewals; Researching licensing/permit requirements at state and local levels in order to transfer existing licenses/permits or apply for new ones by using online resources, and contacting state and local officials electronically or by phone; Processes payments for applications and records them in the ERP system; and Performs clerical functions which may include: answering telephone calls, scanning, copying, faxing, etc., and other duties as may be assigned. Interns must respects and maintain confidentiality.

**CAPAL Public Service Internship Program** (Conference on Asian Pacific American Leadership)  
*Pay:* Paid  
*Hours:* 8 week Summer Internship  
*Location:* Various positions across the country  
CAPAL’S Public Service Internship Program places undergraduate and graduate students within the public sector in the Washington, DC area and throughout the United States. Intern duties may include policy or scientific research, project coordination and management, business, law, communications, and more. Placements may be in rural or urban areas, such as Alaska, Delaware, and California. In addition to their internship requirements, interns will participate in CAPAL’s programming such as the Washington Leadership Program, be paired with professional mentors based on similar field interests, and reflect on their internships with other CAPAL interns and scholars during regular cohort sessions. Applicants are asked to specify their placement preferences on the application, and those selected will be placed based on their interests and skills. These internships are open to ALL MAJORS. More information and to apply: https://www.capal.org/site/2018/09/04/scholarship-internship-program/

**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) 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** (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.