



**Internship Program**  
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## Internship Opportunities – January 30, 2025

Recently listed or re-listed opportunities in **Blue**

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

**For instructions on how to apply, please visit us online at [www.oakton.edu/internships](http://www.oakton.edu/internships).**

These are abbreviated internship descriptions. For more details about the listed internship opportunities, contact the Work-based Learning Navigators at [internships@oakton.edu](mailto:internships@oakton.edu) or 847.376.7165.

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

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

## Accounting and Finance

### *Public and Professional Business Services*

#### **Tax Preparer/Administrative Assistant (Dale Bugasch & Associates, CPA's)**

**Location:** Glenview, IL 60025

**Pay:** \$15.00 - \$18.00 an hour based on skills and experience

**Hours per week & Shifts:** 15 – 18 hour per week. Flexible days/hours between Monday and Friday, 2 – 3 days a week.

**Description:** This internship is perfect for a student that would like to assist in an accounting office during tax season. Interns will organize and maintain physical and digital tax documents, handle incoming communications including phone calls, emails, and document drop offs, and utilize tax software to log client information. Will also assist with e-filing of tax returns. Training on tax software will be provided as necessary.

**Requirements:** Ability to learn basic operation of tax and database software programs. Organizational and communication skills. Ability to multitask. Proficiency in Microsoft Office. Prior administrative or office experience a plus. Must be able to pass background check.

**Fields of Study:** Accounting, Business

**Posted:** 12/17/24. Still open as of 1/29/25 **Preferred Start Date:** ASAP

#### **Accounting and Marketing Assistant (Lakeside Food Sales, Inc.)**

Please see under Business section below.

## Automotive

### *Manufacturing, Facilities, and Automotive*

No current listings at this time. But we can help you learn how to best search for an internship.

## Business, Human Resources, and Sales

### *Public and Professional Business Services*

#### **(New!) Inside Sales Associate (Chicago Glue & Machine)**

**Location:** Itasca, IL

**Pay:** \$18.00 - \$22.00 per hour

**Hours per week & shifts:** Flexible hours Monday through Friday 8:00 am to 5:00 pm. Availability in the mornings, evenings, and weekends as needed occasionally

**Description:** Drive repeatable and profitable sales expansion with a focus on acquiring new and engaging existing customers. Managing inbound inquiries, qualifying opportunities, sampling, quoting, and updating CRM. Manage pipeline in CRM. Build and maintain a working knowledge of CGM capabilities, adhesive applications, equipment and adhesive industry. Participate in training/coaching opportunities. Act as a member of the Chicago Glue & Machine Sales team by working to develop and implement sales and marketing strategies that help us continually improve. Work with targeted accounts on new applications, product approval, testing, and business plans.

**Requirements:** Coursework in technical/mechanical or marketing field (or equivalent experience).

1-2 years sales experience, directly managing and supporting accounts and multiple technical product lines. Demonstrated experiences and sales results in sales, prospecting, and new business development.

Proven experience & ability to work independently as well as in a team environment. Must be able to pass background check and drug screen. Valid Driver's License and car insurance with reliable car. Occasional Travel not expected to exceed 20%.

**Fields of Study:** Business, Finance

**Posted:** 1/15/2025 **Preferred Start Date:** As soon as possible

### **Accounting and Marketing Assistant (Lakeside Food Sales, Inc.)**

**Location:** In-person, Vernon Hills, IL

**Pay:** \$15.00 - \$20.00 per hour

**Hours per week & shifts:** Flexible 15 to 20 hours per week. Shifts must take place during hours of operation: Monday through Friday. Flexible for length of internship (8 to 24 weeks). Possibility of full-time or part-time hire after internship ends.

**Description:** Intern will help with sales/lead generation and basic accounting. Student will be trained on sales software (Mintel).

**Requirements:** Needs to be trainable and okay with asking supervisors questions/clarifications. Trainability: curiosity, openness, ability to follow-directions, enthusiasm and dedication/persistence. Must be able to use Excel, Word, Zoom. Ability to be trained on software programs and computer systems and how to organize information.

**Fields of Study:** Public and Professional Business Services (General Business, Marketing/Marketing Management, Accounting)

**Posted:** Re-posted/still open as of 1/29/25 **Preferred Start Date:** As soon as possible

## **Communications and Journalism**

### ***Humanities and Languages***

No current listings at this time. But we can help you learn how to best search for an internship.

## **Education**

### ***Social and Behavioral Science and Education***

*Tip: Also look at the Social Science, Human Services, and Non-Profit section!*

### **Fall/Winter Math Instructor/Tutor Intern: (Mathnasium/Schoolhouse4math)**

**Location:** Glenview. In-center, online, or via hybrid delivery

**Pay:** \$15.00 - \$16.00 per hour

**Hours per week & shifts:** Student intern can teach 2 to 3 days per week (only open Monday - Friday). 3-hour shifts that must take place between 3pm and 8pm (Monday - Friday)

**Description:** Lead, coach, and work collaboratively with team members to deliver individualized instruction in a group setting. Assess students' learning progress and engagement throughout instructional sessions. Communicate student progress with parents and guardians. Training provided: the Mathnasium Method™, terminology, and teaching practices. Become proficient with digital educational materials and processes. Support the maintenance of a safe and professional learning environment.

**Requirements:** Math proficiency from grade 2 up through Algebra

**Fields of Study:** Education

## Engineering

*Science, Technology, Engineering and Math*

No current listings at this time. But we can help you learn how to best search for an internship.

## Environmental Studies

No internships posted with us at this time, but please reach out to the Internship Program, specifically Christina, because they have multiple sustainability, climate mitigation, and environmental education connections in the greater Chicago area.

## Graphic Design, Photography and Videography

*Fine, Performing and Applied Arts*

No current listings at this time. But we can help you learn how to best search for an internship.

## Health Careers:

**Cannabis, Medical Billing, Pharmacy Tech, Physical Education, etc.**

We can help you navigate finding an internship in cannabis, medical billing, pharmacy tech, and physical education, but this Internship Program is not allowed to nor is setup to offer internships in the following programs of study: BNAT, CNA, Nursing, Dental, and Physical Therapist Assistant. But, these programs of study do offer clinicals in the curriculum to provide work-based learning opportunities.

### [\(New!\) Medical Billing and Claims Specialist: Premier Healthcare Services](#)

**Location:** Des Plaines, IL 60018

**Pay:** \$18.00 - \$20.00 per hour

**Hours per week & shifts:** 20 – 30 hours per week, flexible schedule available

**Description:** Managing medical billing and claims processing, ensuring accurate and timely submission of claims to insurance companies, attorneys, and resolving any issues related to claims or payments.

**Requirements:** Strong attention to detail and accuracy in data entry and claims processing. Excellent communication skills to interact with patients, insurance companies, and healthcare providers.

Proficiency in Microsoft Office Suite (Excel, Word, Outlook). Ability to work independently and as part of a team in a fast-paced environment.

**Fields of Study:** Health Sciences, Health Services Administration, Business

**Posted:** 1/16/2025. **Preferred Start Date:** As soon as possible

### **Cannabis Post-Processing Agent Internship: (Bedford Grow LLC)**

**Location:** Bedford Park, IL 60638

**Pay:** \$16.00 - \$16.50 per hour

**Hours per week & shifts:** Flexible, ideally 20 hours per week. Shifts must take place during hours of operation: Monday through Friday, 6 a.m. to 11 p.m. M – F. 8 - 16 weeks long, no preference.

**Description:** Internship will include dealing with a multitude of product/plant processing tasks after the growing cycle. Trimming, harvesting, dry/cure tasks, cleaning, packaging, pruning, and additional tasks

required in production. Bedford Grow has served as a launchpad for cannabis careers for nearly a decade, potentially leading to full-time opportunities.

**Requirements:** Must be at least 21 years old and pass background check. Reliable transportation.

**Fields of Study:** Cannabis Studies, Manufacturing, Agriculture

**Posted:** 12/5/2024. **Preferred Start Date:** 2025

### **Autism Support Professional: (North Shore Pediatric Therapy)**

**Location:** Hiring at multiple locations: Arlington Heights, Chicago (in Bucktown), Deerfield, Des Plaines, Evanston, Glenview, Lincolnwood, Lake Bluff, Naperville, and Vernon Hills.

**Pay:** \$16.00 - \$19.00 per hour

**Hours per week & shifts:** 12 to 20 hours per week. Will work with schedule. Hours need to be during Monday – Friday, 3pm – 8pm and/or all-day Saturdays.

Flexible length of internship, typically 12 to 16 weeks. If good fit, at the completion of the internship, the clinic will likely offer permanent position to intern.

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

**Requirements:** Looking for individuals eager to learn new technologies and therapy techniques to better assist the children in our care. Looking for a student wanting to explore a career in assisting children on the autism spectrum and who has personality, drive, enthusiasm, and reliability.

**Fields of Study:** Psychology, Social Work

**Posted:** Still hiring for multiple locations, but not Evanston, as of 1/223/25

## **HVAC**

### ***Manufacturing, Facilities and Automotive***

No current listings at this time. But we can help you learn how to best search for an internship.

## **Information Technology and Computer Science**

### ***Computer and Information Technology.***

### **(New!) Technology Assistant Intern: East Prairie School District 73**

**Location:** 7616 East Prairie Road, Skokie, IL 60076

**Pay:** \$15.00 - \$20.00 per hour

**Hours per week & shifts:** 8:00am – 3:30pm (flexible based on applicant's existing schedule)

**Description:** Provide general assistance with educational technology to students & teachers throughout the building. Working alongside and training with our existing in-house technology team. Hands on experience working in an educational technology environment. Various educational technology systems; training will be provided for all.

**Requirements:** A criminal background check & Faith's Law screening will be required.

**Fields of Study:** Computer Science and Information Technology

**Posted:** 1/29/25

### **(New!) Data Specialist: Intense Oud**

**Location:** 5875 N Lincoln Ave, Chicago, IL 60659

**Pay:** \$15.00 per hour

**Hours per week & shifts:** Flexible shifts, 20 – 30 hours per week

**Description:** Managing, organizing, and analyzing data to support the company's operations and decision-making processes. Collect, organize, and input data into company systems with a high level of accuracy. Maintain and update databases, ensuring data integrity and consistency. Perform data analysis to identify trends, patterns, and anomalies. Generate reports and dashboards to support business operations and decision-making. Collaborate with other teams to understand their data needs and provide solutions. Troubleshoot and resolve data-related issues. Adhere to data privacy and security standards while handling sensitive information.

**Requirements:** Strong attention to detail, excellent problem-solving skills, and experience working with data systems and tools.

**Fields of Study:** Information Technology

**Posted:** 1/27/25

### **Technology Support: (Niles Township District for Special Education)**

**Location:** 8701 Menard Ave, Morton Grove, IL 60053

**Pay:** \$18.00 per hour minimum based on qualifications and related experience

**Hours per week & Shifts:** Monday – Friday shifts between January to October

**Description:** Provide temporary support to district network manager. Perform desktop and laptop computer, SMART Board & projector maintenance. Assist in office technology moves.

Configuration of iPads and Chromebooks. Setup new laptops. Inventory, data entry. Windows updates

**Requirements:** Ability to follow instructions from and work cooperatively with Network Manager. Be fit and able to lift up to 50 lbs. from floor to table height. Be detail-oriented in repetitive tasks. Ability to stand on ladder and run cables overhead. Computer and networking troubleshooting skills. Be an effective communicator through phone, e-mail, and in person.

**Fields of Study:** Computer Science, Information Technology

**Posted:** 12/16/24. **Preferred start date:** March 2025

### **IT Support Specialist: (JCFS)**

**Location:** 3145 W. Pratt Blvd, Chicago, IL 60645 (between Lincolnwood, IL and Rogers Park neighborhood in Chicago)

**Pay:** \$20.00 per hour

**Hours per week & Shifts:** 15 hours per week. 7am to 12pm preferred, 3 days per week (flexible which days). Duration of 12 weeks

**Description:** Be the first point of contact for resolving IT-related issues. Diagnose and resolve hardware, software, and network problems encountered by users. Keep track of tickets and issues within ServiceDesk. Manage Master Data Source in Excel and other applications. Develop knowledge of the following applications: Google Admin, Fast Bridge, Clever, & Go Guardian. Device management. Repair or replace damaged computer hardware as needed. Keep accurate inventory of machines and equipment. Work with the IT team on different projects, such as laptop deployments. Training provided

in Project and systems management & A+ certification. Mentoring and making professional connections in the field of computer science

**Requirements:** Have taken a couple of courses already in computer Science/Information Technology. Personality/drive/enthusiasm. Teamwork skills. Reliability.

**Fields of Study:** Computer Science, Information Technology

**Posted:** Still hiring as of 1/29/25 **Preferred Start Date:** Early February, 2025

## Law Enforcement, EMT, Paramedic and Fire Sciences

### *Public and Professional Business Services*

No current listings at this time. But we can help you learn how to best search for an internship.

## Manufacturing and Computer Aided Drafting

### *Manufacturing, Facilities and Automotive*

#### **Technical Services Intern: (Trim-Tex)**

**Location:** Lincolnwood, IL

**Pay:** \$17.00 per hour

**Hours per week & shifts:** Flexible, M-F between 7am – 2pm. At least 20 hours per week.

Duration of 3 months.

**Description:** Hands on knowledge of project management in procurement for the Technical Services team. Learn about our business from the operations, maintenance, and facilities side. An intern will be integral in applying our updated procurement and inventory management system: learn our system, apply the method in real world application, evaluate it, and help get the system into production.

Broad experience for any major but related to Technical Services and manufacturing.

**Requirements: HANDS-ON EXPERIENCE WITH TOOLS.** Technical Knowledge of Parts and Equipment: Understanding the types of parts, tools, and equipment commonly used in manufacturing maintenance. Attention to Detail: Ensuring that all inventory data is accurate and up-to-date. Keeping inventory areas well-organized, labeled, and easy to navigate.

**Fields of Study:** Manufacturing and Technical Services

**Posted:** Re-posted December 2024 **Preferred Start Date:** ASAP

#### **Packaging Specialist & General Support: (Culinary Cannabis Company)**

*Please see full description under Health Careers/Cannabis.*

## Marketing and Public Relations

#### **(New!) Marketing Assistant: (Intense Oud)**

**Location:** 5875 N Lincoln Ave, Chicago, IL 60659

**Pay:** \$15.00 per hour

**Hours per week & shifts:** Flexible shifts, 20 – 30 hours per week

**Description:** Support the execution of marketing campaigns, content creation, and brand promotion.

Assist in creating and scheduling content for social media platforms (Instagram,

Facebook, LinkedIn, etc.). Monitor and report on social media engagement, trends, and analytics.

Conduct market research and competitor analysis to identify trends and opportunities. Help design

marketing materials, including brochures, flyers, and email campaigns. Coordinate and assist with event planning, promotions, and logistics. Maintain and update the customer database and email marketing lists. Collaborate with team members to brainstorm and implement creative campaigns. Support administrative tasks related to marketing projects.

**Requirements:** Enthusiastic and detail-oriented.

**Fields of Study:** Business, Marketing

**Posted:** 1/27/2025

### **(New!) Digital Ads Specialist: (Intense Oud)**

**Location:** 5875 N Lincoln Ave, Chicago, IL 60659

**Pay:** \$15.00 per hour

**Hours per week & shifts:** Flexible shifts, 20 – 30 hours per week

**Description:** Planning, executing, and optimizing paid advertising campaigns across multiple platforms to drive traffic, generate leads, and increase sales. Develop, manage, and optimize paid ad campaigns on platforms such as Google Ads, Facebook Ads, Instagram, TikTok, and others. Conduct keyword research and audience targeting to improve campaign performance. Monitor and analyze campaign performance metrics (CTR, CPC, ROAS, etc.) and provide actionable insights. Create compelling ad copy, visuals, and landing pages in collaboration with the marketing team. Perform A/B testing to refine strategies and improve conversion rates. Manage budgets, track spending, and ensure campaigns stay within budget. Stay up-to-date on industry trends, platform updates, and emerging digital advertising strategies.

**Requirements:** Data-driven, creative, and somewhat experienced in digital advertising.

**Fields of Study:** Business, Marketing

**Posted:** 1/27/2025

### **Marketing Intern: (Axiz Group)**

**Location:** Lincolnwood, IL 60712

**Pay:** \$15.00 per hour

**Hours per week & shifts:** Afternoons between 1pm – 5pm preferred. 15 to 20 hours per week for 16 to 24 weeks.

**Description:** In this role, you will play a critical part in expanding our client base by conducting market research, analyzing industries, identifying potential clients, and reporting your findings. Your efforts will directly contribute to developing creative and effective marketing solutions for businesses worldwide.

**Requirements:** Strong analytical skills and attention to detail. Excellent written and verbal communication skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and CRM tools. Ability to manage multiple tasks and meet deadlines in a fast-paced environment.

**Fields of Study:** Business, Marketing

**Posted:** 1/2/2025 **Preferred Start Date:** ASAP

### **Social Media Marketing micro internship (Nicole Thomas Photography Studio)**

**Location:** Glenview, IL

**Pay:** This is an unpaid, short-term, project-based internship. If student is reliable and meets agreed upon project deadlines and professional social media posts, the studio may want offer paid contract work to student after the project-based internship ends.

**Hours per week & shifts& length:** Days and Hours will be discussed and agreed upon if offered position. Shifts must take place M-F between 9 a.m. to 5pm in-person at the studio.



**Description:** This opportunity is quite unique because the owner would like to discuss the student's ideas and project details, drawing from student's course projects and other social media experiences, if applicable.

**Requirements:** Must have already completed Social Media Marketing course

Preferred skills: Attention to Detail, time management and demonstrated ability to complete projects before deadlines.

**Fields of Study:** Marketing or Graphic Design.

**Posted:** 1/14/25 **Preferred Start Date:** February, but flexible.

## Museum Studies

*Fine, Performing and Applied Arts*

No current listings at this time. But we can help you learn how to best search for an internship.

## Paralegal Studies

*Public and Professional Business Services*

No current listings at this time. But we can help you learn how to best search for an internship.

## Political Science and Government

*Social and Behavioral Science and Education*

### [Opportunity for students interested in the Public Sector: The Conference on Asian and Pacific American Leadership \(CAPAL\)](#)

**Location:** Washington D.C. area or throughout the U.S.

**Pay:** Paid and Unpaid Positions

**Hours per week & Shifts:** TBD. Spring 2025, Summer 2025, and Fall 2025.

**Description:** The Conference on Asian and Pacific American Leadership (CAPAL) is now accepting applications for their [2025 Public Service Internship and Scholarship Program](#). This paid program includes a [Washington Leadership Program](#), [Community Action Projects](#), and [professional development](#).

**Requirements:** Qualified applicants should have a strong academic record and a demonstrated commitment to public service, including service to the Asian American, Native Hawaiian, and Pacific Islander (AANHPI) community. All current students and all majors are welcome to apply.

**Fields of Study:** All Majors Including Government, Public Service

**Applications will be reviewed on a rolling basis with soft deadlines for each term**

**Applicants can apply at:** <https://www.capal.org/site/scholarship-internship-program/>

Any questions can be sent to for [hannah.park@capal.org](mailto:hannah.park@capal.org)

**Application Deadlines:**

- ~~Spring 2025: Friday, December 13, 2024 | 11:59 pm ET~~
- Summer 2025: Friday, January 31, 2025 | 11:59 pm ET
- Fall 2025: Friday, July 25, 2025 | 11:59 pm ET

**Posted:** 11/6/2024

## Science and Nanotechnology

*Science, Technology, Engineering and Math*

No current listings at this time. But we can help you learn how to best search for an internship

## **Social Science, Human Services and Non-Profit**

*Social and Behavioral Science and Education*

### **Autism Support Professional: (North Shore Pediatric Therapy)**

Please click on the link above to see full post, located under the Health Careers section.