



Internship Program
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Internship Opportunities – November 22, 2024

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.

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

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

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

Accounting and Finance

Public and Professional Business Services

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

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

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

(New!) Accounting and Marketing Assistant (Lakeside Food Sales, Inc.)

Location: In-person, Vernon Hills, IL

Pay: \$15 - \$20 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: November 22, 2024 **Preferred Start Date:** As soon as possible

(NEW) Client Services Admin (Goodbookin, LLC)

Location: Hybrid possible, but in-person in beginning. Evanston, IL

\$18.00 - \$20.00 per hour. Weekdays Only. 15 - 20 hours per week. Duration of 12 – 20 Weeks.

Description: This small business provides accounting/bookkeeping services and consulting services to small businesses. Student will provide customer service via phone, email, and app messaging to clients. Will work with bookkeepers to answer questions, provide information, and resolve issues. Training opportunities provide include accounting software and various other client internal and external supporting platforms.

Requirements: Student needs to have already taken and successfully passed a couple of basic business courses/business administration courses. Accounting classes as well preferred, but not required. No accounting experience necessary for the right candidate. Student must be interested in learning how small businesses operate, accounting, and gaining experience in customer support.

Posted: November 22, 2024. **Preferred Start Date:** ASAP.

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 - \$16 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

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 Engineering.

Requirements: Data Entry Skills: Accurate and efficient data entry skills to update inventory records. 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: Engineering and Technical Services

Posted: Re-posted November, 2024 **Preferred Start Date:** ASAP

Please see [this PDF](#) for more information.

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

Graphic Design Intern: (Joseph Mullarkey Distributors) (JMD)

Location: Glenview

\$18 hourly/16 hours per week. Flexibility of which days/times for shifts, but the shifts must take place between 8 and 5pm, Monday through Friday.

Description: Training will be provided on Photoshop as well as professional printers that make signs.

Most assignments and projects will be for making signs for Joseph Mullarkey Distributors' clients' marketing teams or salesperson. Intern will learn how to be a part of the workforce, utilize creative problem-solving skills, networking with marketing and sales professionals in small to large beer companies. Photoshop will be the main tool used and trained on. Preference will be given to those who can start as soon as possible/right away and can work until the end the first week of May 2025.

Requirements: Must be majoring in Graphic Design for Associates or Certificate.

Still Hiring as of: 11/22/24 **Preferred Start Date:** As soon as possible

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.

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 - \$19 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 as of 11/22/2024

Packaging Specialist & General Support Intern: (Culinary Cannabis Company)

Location: In-person, Des Plaines, IL.

Pay: \$16 per hour

Hours per week & shifts: Flexible, 10 to 20 hours per week. Shifts must take place during hours of operation: Monday through Friday, 10 a.m. to 5 p.m. 16 weeks long preferred, but can be flexible.

Description: This start-up company's proud founder and owner is actually a professor at Oakton College! Internship will be primarily focused on manufacturing and production in the booming cannabis industry. Students will learn how to operate and clean machines and will assist in assembling boxes. Students who demonstrate proficiency may also be assigned other tasks related to the company as well, ranging from social media marketing to brand ambassadorships at cannabis trade shows. Training will be provided initially in floor operations and manufacturing. Specifically, adherence to health standards pertaining to operating in a GMP food facility and manufacturing efficiencies. Further training will be provided based on the student's strengths and the company's needs.

Requirements: Must be at least 21 years old and pass background check

Fields of Study: Cannabis Studies, Manufacturing, Business, or Marketing

Posted: Still hiring as of November 22, 2024. **Preferred Start Date:** As soon as possible

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.

IT Support Specialist: (JCFS)

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

Pay: \$20 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: October 9, 2024 **Preferred Start Date:** February 1, 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

Packaging Specialist & General Support (Culinary Cannabis Company)

Please see full description under Health Careers/Cannabis.

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

Marketing and Public Relations

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

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](https://www.capal.org)) 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

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

Two different paid Science, Technology, Engineering, and Math-related SUMMER Internships!

1. **Community College Internships (CCI) program:** U.S. Department of Energy (DOE)'s Office and Science's Workforce Development for Teachers and Scientists.
<https://science.osti.gov/wdts/ci>
2. **Science Undergraduate Laboratory Internship (SULI), {research}:** U.S. Department of Energy (DOE)'s Office and Science's Workforce Development for Teachers and Scientists.

Location: Argonne National Laboratory (Lemont, IL) <https://www.anl.gov/> Or at one of the other 16 national laboratories – if you drive or fly more than 50 miles to a lab, there is up to a \$500 travel stipend. This is the full list of laboratories: <https://science.osti.gov/wdts/ci/How-to-Apply/Selecting-a-Host-DOE-Laboratory#ARGONNE>

Pay: \$650 per week stipend for living expenses. Housing included for some applicants at some locations

Hors per week & Shifts: Summer internship (10 weeks, May – August, 2025)

Description: CCI participants spend 10 weeks at a DOE laboratory, engaged in a technical project under the guidance of a laboratory scientist or engineer." Build your resume! Tryout working in a real-world lab on projects with goals to build more effective technology to help mitigate the effects of climate and hopefully reverse climate change by reducing our country's carbon emissions, by improving clean energy technology and accelerating the Clean Energy transition! "The Science Undergraduate Laboratory Internship (SULI) program encourages undergraduate students to pursue science, technology, engineering, and mathematics (STEM) careers by providing research internships at one of the 17 DOE laboratories. Under the guidance of laboratory staff scientists or engineers, students perform research on projects supporting the DOE's mission."

Requirements: To be eligible to apply, must be enrolled full-time at a community college like Oakton College and have a current cumulative GPA of at a minimum of 2.95 and of course must have completed at least 1 semester with at least 12 credit hours towards a degree. 6 of your completed credit hours must be in science, mathematics, engineering, or technology course areas. Must be 18.

Fields of Study: Science, Technology, Engineering

A typical Experience at Argonne National Laboratory (ANL) – read the Overview here:

<https://www.anl.gov/education/science-undergraduate-laboratory-internship>

Read the rest on the SULI webpage. <https://science.osti.gov/wdts/suli>

Posted: 11/6/24

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.

Teen Center Intern: (Glencoe Youth Services)

Location: Glencoe, IL

Pay: \$14.05 - \$15 per hour

Hours per week & Shifts: Student can decide how many shifts (one to five shifts) per week. Shifts need to be weekdays, 2:30p.m. to 5:30p.m. Duration of 16 weeks long preferred.

Description: Looking for an enthusiastic and hardworking student who enjoys mentoring and supporting students in grades 5-8. This individual will serve as an assistant to our 2 agency programs - both are social and support programs free of charge for all participants (SNAP-Special Needs Adult Pals) and our teen/junior high after-school drop-in located in Glencoe. Support Executive Director in daily operations of the youth center making it a supportive and safe space for all participants. Provide social interaction and informal support to participants in the center (and occasional outings). Educational/learning opportunities provided: Attend board meetings, attend meeting with other service partner agencies, networking.

Requirements: Preferred field of study/major and skill sets: education, social work or nonprofit understanding but most importantly needs to be able to enjoy working with young adults and ability to connect and mentor teens.

Fields of Study: Education, Social Work, Non-Profit

Posted: Start date based on student availability