



Internship Program
1600 East Golf Road
Room 2500, Des Plaines
(847) 376-7165
www.oakton.edu/internships
internships@oakton.edu

Internship Opportunities – March 14th, 2025

Opportunities in blue are ones that weren't on the previous week's list. In other words, the ones in blue are the most recent posts from our company partners.

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

Accounting and Tax Services Intern (ShankerValleau Accountants)

Location: Skokie, IL

Pay: \$20/hour

Hours per week & shifts: 16 hours/week (10 to 12 weeks, up until end of tax season; shifts must take place within business hours (M-F 9am – 5pm).

Description: The intern will assist a team of CPA's on trust and personal tax return preparations, including document intake and review. Training will be provided on tax software including UltraTax and SafeSend and 1040 and 1041 preparations.

Requirements: Student must have career goals in line with the position/company. Must be willing to learn and put in the expected effort during their time in the office. Must be reliable and trainable.

Field of study: Accounting or Finance

Date Posted: February 7, 2025 **Preferred Start Date:** ASAP

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

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

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

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

Engineering

Science, Technology, Engineering and Math

[\(New!\) Summer or Fall Automation Maintenance Technician Intern \(Symbotic\)](#)

Please see full description under Manufacturing

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.

[\(New!\) Studio Intern: Arts of Life](#)

Location: 1963 Johns Drive, Glenview IL

Pay: Unpaid (Arts of Life is a nonprofit)

Hours per week & shifts: Around 10 hours per week between 9am – 3pm Monday - Friday

Description: For 25 years, Arts of Life has been advancing the creative arts community by providing artists with intellectual and developmental disabilities a collective space to expand their practice and strengthen their leadership. The studio intern will directly supervise and collaborate with assigned artists, including, but not limited to the following: helping artists to implement their goals, assisting artists with taking out and putting away supplies for their projects, providing technical assistance related to their projects, and assisting studio staff with transportation. Assist staff and artists in maintaining the studio and the art, including, but not limited to: brush care, studio upkeep and repair, and cleanup. Complete documentation related to happenings in the studio. You may also be asked to assist in stretching canvas and matting, framing, and hanging work. Over the course of the internship, interns will be asked to plan and facilitate a personal project related to the arts or another community initiative.

Requirements: Personality, Drive, Enthusiasm, Leadership ability, Ability to work independently, Reliability

Fields of Study: Fine Arts, Psychology, Education, Social Work

Posted: 3/14/2025

[\(New!\) Marketing Intern: \(S2S Therapy, LLC\)](#)

Fields of study: Marketing and/or Graphic Design

Please see full description under Marketing.

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.

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: Medical Billing Certificate, 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 1/23/25

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.

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

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

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

(New!) Summer or Fall Automation Maintenance Technician Intern (Symbotic)

Location: Warehouse in Melrose Park, IL

Pay: \$20 per hour

Hours per week & shifts: 20 hours per week ideal, but can be less or more if student wants. Days, start and end times flexible. Warehouse open 24/7. 16 weeks ideal.

Description: Repair and calibrate automated and robotic systems at warehouse (i.e., Automated Adapters, Vertical Lifts, and Symbotic's fleet of automated robotic vehicles). Become system expert of Symbotic's automation, including all mechanical, PLC, electrical or electronic subsystems.

Requirements: Students **must** have personal experience working with hand tools and display interest in mechanical and electrical work, such as an ability to take machines apart, problem-solve and test, and repair things like their car, home appliances, and/or robots. Must demonstrate strong communication skills, be able to change course based on immediate business needs, show a sense of responsibility, and demonstrate problem-solving abilities. Preference will be given to students who would be interested and available for full-time hire afterwards if good fit.

Please note: This is a hands-on, mechanical and electrical job, NOT a robotic programming desk job.

Fields of Study: No specific field of study required.

Posted: March 14, 2025.

Marketing and Public Relations

(New!) Marketing Intern: (Minuteman Press)

Location: 6038 Dempster Street, Morton Grove, IL 60053

Pay: To be Determined

Hours per week & shifts: Flexible weekly hours between Tuesday and Thursday

Description: Social media marketing, email marketing, sales and marketing telephone calls. Day-to-day print shop operations. Print production activities and tasks.

Requirements: Maturity, Professionalism, Verbal communication skills, Written communication skills, Leadership ability, Ability to work independently, Teamwork skills, Reliability

Fields of Study: Business, Marketing

Posted: 3/14/2025

(New!) Marketing Intern: (S2S Therapy, LLC)

Location: Remote

Pay: Unpaid

Hours per week & shifts: Flexible

Description: Design and develop a professional logo that reflects S2S Therapy's mission and values. Create and launch a user-friendly and engaging website. Collaborate with the founder to ensure that the website content accurately represents our services. Conduct market research to identify trends and best

practices in healthcare and therapy marketing. Develop and implement strategies to drive traffic to the website. Assist with the creation of marketing materials, such as brochures, flyers, and social media content

Requirements: Strong understanding of graphic design principles and website development. Proficiency in design software and online logo maker tools. Excellent written and verbal communication skills.

Creative thinker with an eye for detail. Ability to work independently and as part of a team. Passion for making a difference in the healthcare and mental health fields

Fields of Study: Marketing and/or Graphic Design

Posted: 3/14/2025

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 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

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:** March, 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

Application Deadlines:

- 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.