



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

Internship Opportunities – January 15, 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.

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

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

Location: Glenview, IL 60025

Pay: \$15 - \$18 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. **Preferred Start Date:** January 27.

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.

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: December 9, 2024 **Preferred Start Date:** As soon as possible

(NEW!) Inside Sales Associate (Chicago Glue & Machine)

Location: Itasca, IL

Pay: \$18 - \$22 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

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

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

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.

(NEW!) Cannabis Post-Processing Agent Internship: (Bedford Grow LLC)

Location: Bedford Park, IL 60638

Pay: \$16 - \$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 - \$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 December 9, 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.

(New!) Technology Support: (Niles Township District for Special Education)

Location: 8701 Menard Ave, Morton Grove, IL 60053

Pay: \$18 per hour minimum based on qualifications and related experience

Hours per week & Shifts: Monday – Thursday 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

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: Still hiring as of December 9th **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

(NEW) 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 Intern: (Axiz Group)

Location: Lincolnwood, IL 60712

Pay: \$15 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

(NEW!) Social Media Marketing project-based 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

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/cci>
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/cci/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.

