

Internship Opportunities – Sept 12, 2017

(Recently listed opportunities in blue.)

For more information, please visit us online at www.oakton.edu/internships.

Instructions on how to apply are on the Student Information page.

You may also contact the Internship Specialist,
at internships@oakton.edu or 847-376-7165.

ACCOUNTING/FINANCE/ECONOMICS

Tax Preparer (Jackson Hewitt Tax Service)

Pay: \$9-12/hr (plus commission)

Hours: 15-20 hours/week (flexible hours; open 7 days a week 9am-8pm; 4 months)

Location: Skokie

The Jackson Hewitt Basic Tax Preparation course is developed by our Award Winning Learning Group. In fact, Jackson Hewitt is the only tax preparation company in the nation to be selected among CLO Magazine's LearningElite, for the exceptional training programs we offer! Join us now and learn from the best! Students enrolled in either of our tax classes have access to our online program, as well as instructor support, giving you the best of both worlds no matter which course you choose! Here is a peek at the topics covered in our course: Filing requirements and filing status; Exemptions and dependents; Income, such as employee compensation, interest, dividends, alimony, retirement distributions, unemployment compensation, Social Security benefits, and other income; Capital gains and losses; Adjustments to income, such as moving expenses, the IRA deduction, and education benefits; Standard deduction and itemized deductions; Credits, such as the Child and Dependent Care Credit, Education Credits, Saver's Credit, Child Tax Credit, and Earned Income Tax Credit; Filing a return, including electronic filing, refund and payment options, estimated tax payments, and amended returns; Practices, procedures, and ethics.

Staff Accountant (O'Connell & Company)

Pay: \$10 - \$14/hour

Hours: 24 hrs/week (9am-6pm; 16 weeks; preferred start date Sept)

Location: Des Plaines

The intern will assist with small business accounting using Quickbooks (desktop and online), income tax preparation, payroll tax administration, etc.

Accounting Assistant (Elite Consulting)

Pay: \$10 - \$12/hour

Hours: 20-32 hrs/week (9am-3pm; 16 weeks; preferred start date Aug)

Location: Northbrook

The intern will help with accounts receivable, payable, bank reconciliations, journal entries, monitored financial reports, data entry, and customer service.

Office & Accounting (Smart Construction)

Pay: \$10 - \$15/h depending upon experience

Hours: 15-20 hrs/week (up to 16 weeks; Flexible)

Location: Arlington Heights

The Office and Accounting Intern will assist with general accounting: accounts payables, accounts receivables, job tracking, and costing. Preferred field of study would be in Business, Accounting or Construction Management. Intern will be exposed to Business, Accounting, Marketing, Organization, and will learn general accounting and bookkeeping. Must have a working knowledge of Microsoft Suite. Related past experience and highly trainable candidate preferred.

Accounting Assistant (Specialty Print Communications)

Pay: \$15-18/hr

Hours: 20 hrs/week (16 weeks)

Location: Niles

Intern will assist in preparing timely and accurate customer invoices; work with sales team to ensure that invoice is correct; ensure timely distribution of customer invoices based on customer preference either by mail or electronically; review and monitor accounts receivable trial balance in order to identify any collection

issues or billing discrepancies; filing as necessary and other duties as assigned by superiors in order to meet accounting and organizational goals.

BUSINESS/SALES

Community Development Division Intern (City of Evanston - Building & Inspection Services Division)

Pay: Unpaid

Hours: 15-20 hrs/week (16 weeks)

Location: Evanston

The intern will assist with record management: scanning and attaching documents to permit records, business licensing, housing rehab compliance, and customer service at permit counter desk.

Intern – Administration (Heeyoung Kim State Farm)

Pay: \$10/hour (unpaid trial/onboarding period for 2 weeks)

Hours: 15-20 hrs/week (12 weeks)

Location: Skokie

The intern will assist with answering calls, mailings, handling claims, and social media marketing. Candidates must go through a two week evaluation period where they will job shadow and be onboarding in preparation for starting the internship pay period after two weeks.

IT Recruiting/Consulting (Sierra ITS)

Pay: \$10 - \$13/hour

Hours: 16-20 hrs/week (5am-5pm; 13 weeks)

Location: Chicago

Sierra ITS has been providing Chicago area businesses with technology focused talent for more than 20 years, and we seek an Intern that is interested in seeing firsthand how the race for talent is run. We provide our clients with a full suite of staffing services including contract, contract to hire, direct hire, and executive search – all of which are designed to help our clients win the race. In this role, you'll perform a number of duties including database/data cleansing, internet research, B2B customer interaction, ATS (applicant tracking system) implementation, and more. You'll gain tangible experience in recruiting, human resources, business leadership, customer acquisition/retention; marketing, and relationship management.

Travel Advisor Assistant (Travelex International)

Pay: unknown

Hours: 15-20 hrs/week (16 weeks; preferred start date Sept/Oct)

Location: Hoffman Estates

The intern will be responsible in assisting the travel advisor with daily duties such as creating itineraries through a professional itinerary creator, help organize and upkeep the office, call vendors to help the travel advisor make reservations for clients/ bookings for upcoming travel, get documents out to clients in a timely manner, help plan promotional events such as Destination Nights, make weekly posts on social media outlets such as Facebook, Twitter, Instagram, Pinterest, Google +, and answer the phone for clients and direct calls to the appropriate department.

Call Center Director's Assistant/Recruiter (Accurate Data Marketing)

Pay: \$11/hour

Hours: 15-20, sometimes up to 30 hrs/week (10am-3pm or 1pm- closing, 5-7:30pm)

Location: Glenview

The intern will recruit participants for market research studies, answer phones, perform data entry, and re-screen previously recruited participants.

Administrative Assistant (Thornwood Partners)

Pay: \$12/hour

Hours: 16 hrs/week (9am-12pm; 16 weeks)

Location: Northbrook

The intern will assist with general office work; look up available grants; make phone calls to our tenants; put together material lists; file paperwork; gather data from Home Depot Account; assist with QuickBooks; balance checking account; and converse with our outside accountants. Candidates should have abilities in Excel, Internet, phone, Google Drive, and organizational skills.

Fuel Rewards Registration Sales Intern (Graham Enterprises)

Pay: \$8.25/hour

Hours: 20 hrs/week (6/1-8/31)

Location: Vernon Hills

The intern will assist with the registration of new customers into the brand partner's rewards program. The intern will maintain professional and outgoing presence at GEI retail sites. Promote & drive new registrations of partner rewards program; maintain a strong understanding of the program and be able to clearly and consistently explain the benefits of the rewards program to all customers; achieve new registration targets and work closely with the Rewards Sales Registration Lead to ensure that the targets are achieved on consistent basis; and be innovative and adjust registration rewards sales strategy to enhance sales effectiveness and productivity as needed. Candidates should be pursuing some kind of a college degree and possess basic computer skills, superior organizational skills and ability to priorities tasks and respond to request effectively and efficiently; have a passion for driving strong results, sales and marketing; have excellent verbal communication skills including strong presentation skills; be proficient with Microsoft Office (Excel, Word, PowerPoint, and Outlook); demonstrate leadership, influence, relationship-building skills; be able to travel up to 100% of the time to meet the needs of the business; and uphold company standards in personal appearance, work ethic, and customer service.

Researcher (HRRC Screening Solution)

Pay: \$9-14/hour

Hours: 10-20 (8-16 weeks)

Location: Des Plaines

The intern will assist with pre-employment background screening, research, leads generation, and cold calling. Appropriate for students studying business, criminal justice, or related fields.

Entry Level Customer Service Representative (Alois Box Company)

Pay: \$9-14/hour

Hours: 30-40 hours/week (16 weeks; between hours of 8-5pm)

Location: Melrose Park

The intern will assist with data entry, order entry, quotations/estimates, communicate order status with customers via telephone, email and fax, and general office duties.

HR Internship (The Borgen Project)

Pay: UNPAID

Hours: 16 hours/week (flexible)

Location: telecommute

The intern will assist with recruitment and selection. Interns will also be expected to: raise \$500, call and email Congress weekly, mobilize people to email congress, engage in specific state recruitment, interview and make hiring decisions on a candidate's application, post internship opportunities to university career websites, and manage internship applications.

GRAPHIC DESIGN

Junior/ Production Designer Intern (Thermos L.L.C.)

Pay: \$10

Hours: 10-20 hrs/week (12 weeks; ASAP)

Location: Schaumburg

The Junior Production Designer Intern is responsible for providing design production on all corporate creative projects as necessary: Packaging, Catalogs, Product design, Sell Sheets, Point of Purchase displays/headers, Hang tags including licensed, Website maintenance, Care and use manuals, Logo design, Retouching/ image preparation, Mock-ups. The will provide artwork distribution to sales force, trade publications and retailers. They will update artwork database from PC users. Gather and prepare product samples for photography. Provide artwork support for licensed lunch kit business. Provide trade show support. Perform other job related duties as assigned. Must have skills set that matches/ exceeds those listed above. Related past work experience. Trainability. Must have a strong working knowledge of Indesign, CC, Adobe Illustrator CC and Adobe PhotoShop CC.

Illustrator Intern (Steersman Company)

Pay: \$12.50/hour

Hours: 16 hours/week (between 9:30am-7pm; 12-16 weeks)

Location: Des Plaines

The intern will be creating characters and scenes, managing images/illustrations (in Adobe Illustrator or similar), and designing graphical elements. Can also learn and do marketing services. We are looking for an illustration intern interested in creating characters and scenes, managing images/illustrations (in Adobe Illustrator or similar), and designing graphical elements. To apply, you must create and submit a vertical comic strip with 3 panels (internship coordinator will forward you details after you have applied to the internship program and had an intake interview).

UI/UX Design Intern (Steersman Company)

Pay: \$12.50/hour

Hours: 16 hours/week (between 9:30am-7pm; 12-16 weeks)

Location: Des Plaines

The intern will be Creating amazing interfaces and experiences for users - in print and online. We are looking for a thoughtful and diligent UI/UX designer interested in creating amazing interfaces and experiences for users - in print and online. Must be interested in making things the best that they could be and putting self into the user's shoes. Figure things out by self, and ask for help when stuck. To apply you must create a 1 page PDF form to serve as a business credit application (to fill out electronically or by pen) (internship coordinator will forward you details after you have applied to the internship program and had an intake interview).

Graphics and Editing Intern (AAG)

Pay: \$12/hr

Hours: 12-20 hours/week

Location: Arlington Heights

The intern will assist with designing and editing graphics for web and mobile apps, in addition to miscellaneous tasks related to creating apps. Candidates should have skills in Photoshop, Adobe Creative Suite, html, website editing, and testing applications, as well as be comfortable with web applications, own a smartphone and be comfortable with mobile apps, and be good with MS Word and Excel (or Google Docs). Bonus skills include Final Cut Pro and video editing.

Jr. Production Intern (William Frick)

Pay: \$9-12/hr

Hours: 20 hours/week (16 weeks)

Location: Libertyville

We are looking for a production intern with a design and print/production background to collaborate in project development processes with the production team. The intern will gain experience in operating digital print, lamination, and cutting equipment; learn how to set-up digital production files for manufacturing; create files in Adobe CC. Learn ISO 9001:2008 Certified Processes; gain familiarity with multiple print technologies; learn how to create press-ready production files in .pdf, .tif, .psd and .pcx format; and learn to read and create engineering/CAD drawings for manufacturing. Candidates should be experienced in Adobe CS or CC Illustrator, Photoshop, InDesign or Quark Xpress. Training provided in wide format RIP and digital cutting and plotting systems.

Website/Graphic Designer (StructurePoint)

Pay: \$10-15/hour

Hours: 10-40 hrs/weekly (flexible based on student)

Location: Skokie

The intern will plan and create consistent, high-quality graphics for marketing and media materials, participate in website development projects including updating/maintenance of website, design new webpages, and improve SEO, mobile optimization, and other things. Experience with HTML/CSS/Javascript is a plus.

INFORMATION TECHNOLOGY

Business Intelligence Analyst Intern CIS (Vapor4Life)

Pay: \$9-11

Hours: 10-20 hrs/week (flexible)

Location: Northbrook

We have implemented a Business Intelligence tool from the company Sisense. We are looking for an intern to join our team in Northbrook, IL to help with the further development of this project. We need your help to be smarter with our data so we can continue to grow. What you will do: work with company senior

management to understand business intelligence needs; work independently to develop a strong understanding of the Sisense BI tool and its capabilities (previous experience with this Sisense is not required); work with company IT resources to assure that needed raw data is available within Sisense business intelligence tool; coordinate with Sisense technical support to develop a better understanding of their tool and to build required dashboards. Sisense provides strong support through an online ticketing systems; build dashboards and reports that fully support all business and technical need of Vapor4Life. This intern must have some experience with SQL but does not need to be an expert. Some SQL coursework should be completed or otherwise skills. The intern must have a strong analytical mind when it comes to data. Driving clear organization and structure are key requirements so the person must be highly focused and very detail oriented. Small mistakes in this field can lead to bad business decisions. An interest in Business Analytics and/or data visualization is a plus; mid-level familiarity with Microsoft Excel; ability to work independently and solve problems; and familiarity with e-cigs & vaping a plus but not required.

Workforce Planning (WFP) Systems Intern (UPS)

Pay: \$14-16/hour

Hours: 15-35 hrs/week

Location: Northbrook

The Intern will utilize and analytical and problem solving skills to evaluate the Electronic Requisition process; construct Employee Relations Reports using database queries and reporting methods; and assist in the tracking and documentation of Corporate Schools. The above projects intent is to optimize efficiency, quality, reporting in order to assist management. Responsibilities include: assisting with the development and maintenance of the Electronic Requisition, data analysis, investigative research, and writing queries and reports. Candidates must have web applications college course work or 3+ months experience working with web based applications; database principles via coursework or prior work experience; 3+ months experience in writing basic queries in an access database or use SQL; and 3+ months working knowledge of MS Office Professional (Word, Excel, Access, PowerPoint). Majors Preferred: Computer Science/ Information Systems, CAB, or Business.

Technology Intern (Niles Township District for Special Education #807)

Pay: \$10

Hours: 32 hours/week (flexible between 8-4pm M-Th; June-August)

Location: Northfield

The intern will provide temporary support to district network manager, assisting with desktop and laptop computer maintenance, SMART Board & projector maintenance; office technology moves; configuration of iPads and Chromebooks; the setup of new laptops; and inventory and data entry.

SSRS Intern (Passport Software)

Pay: \$15

Hours: 10 – 20 hours/week (flexible between 8-5; 12 weeks)

Location: Northfield

Using SQL Server Report Services, intern will work with developers to design, develop and test business and accounting reports based on specs.

SAP Intern (Mygo Consulting)

Pay: ?

Hours: 10 – 20 hours/week (16 weeks)

Location: Naperville

The intern will conduct requirement gathering workshops and document functional design documents; configure and integrate of respective modules as per blueprint; develop test strategy and document test results; troubleshoot and resolve issues for cross-functional areas; develop support model and monitor support tickets; and provide support and resolve help desk tickets.

SQL/SSRS Programming Intern (Passport Software)

Pay: \$12-15

Hours: 10 – 15 hours/week (flexible between 8-5; 8-12 weeks, flexible)

Location: Northfield

The intern will develop SSRS reports. Candidate must have some SQL experience and some experience with SSRS reporting. We will provide training to add the additional information regarding our proprietary software.

Website Development Intern (Choice Furnishings)**Pay:** \$10-12/hour**Hours:** 10 – 20 hours/week (afternoons or evenings; 10-16 weeks)**Location:** Skokie

The intern will: upload new marketing materials to website; add new section to website for new items; and update existing website with new info and images. The intern will be expected to use: One & One, Go Daddy website, and Microsoft Office. Candidates should be able to develop and update website independently with limited instruction.

IT Coordinator (StructurePoint)**Pay:** \$10-15/hour**Hours:** 10-40 hrs/weekly (flexible based on student)**Location:** Skokie

The intern will participate in development and maintenance of critical business assets, help develop disaster recovery plan and work to put in safeguards ensuring data retention and 24/7 uptime, assist users with desktop support, and document procedures, processes, and systems. Microsoft certification a plus.

MANUFACTURING/ENGINEERING/CAD/ ETC.

Drafting Technician Intern (Burns and McDonnell)**Pay:** \$9-11/hour**Hours:** 20 hrs/week (flexible; 8-16 weeks)**Location:** Chicagoland

The drafting intern will work collaboratively with our project teams, assisting in developing computer-aided drafting design solutions. The intern will assist in drafting design and documentation for various projects; assist with tasks utilizing standard drafting design programs; participate in continuous drafting design improvement efforts; revisiting existing drawings and preparing drawings of basic components from explicit verbal or written instructions or detailed sketches; and research design solutions to client questions and analyze and recommend solutions to design problems. Preferred candidates will have above a 3.0 GPA, prior rendering and presentation skills, and have prior internship or related consulting experiences.

Maintenance Engineer (EcoBrite Linen)**Pay:** \$10/hour**Hours:** 20-30 hrs/week (6 weeks)**Location:** Skokie

The intern will work with our Maintenance and Engineering staff to understand safe work practices, in accordance with facility and intercompany policies, manufacturer (equipment) safety guidelines; assist in a variety of maintenance jobs, participate in meetings, assist in preparation of a variety of reports and maintain thorough records and files to ensure a proper level of communication and documentation; collaborate with other departments to ensure a clean and safe environment; and operate and maintain appropriate equipment for all tasks performed.

MARKETING/ PR

Social Media Intern (Association Applications Group)**Pay:** \$12**Hours:** 12-20 hrs/week (10-16 weeks; preferred start date May 1)**Location:** Arlington Heights

The Social Media Intern is responsible for daily social media activity for the company, such as: monitoring social media, posting and replying to posts; working with the AAG marketing and sales team to pass on leads and drive social media content as directed by marketing; and some website editing and content creation. The intern must have a good understanding of social media channels (LinkedIn, Facebook, Twitter, YouTube); good communication skills; be detail oriented, organized, responsible, and committed; and collaborate with cross functional areas and team members.

Requirements of the position: be very comfortable with social media; create and manage social ad campaigns; play an active role in research, planning and deployment of AAG content; monitor AAG clients social postings and provide client insights; work with the AAG Content Strategy to execute content delivery; moderate community conversation and promote positive and educational information; website editing; and be good with MS Word, Excel (or Google Docs). Bonus Skills: HTML skills and image editing skills.

Communications and Marketing Internship (Village of Algonquin)**Pay:** \$10**Hours:** 35+ hrs/week**Location:** Algonquin

The intern will support the marketing and promotional activities of Algonquin Recreation, including athletics, dance, fitness, aquatics, special events programs, and facilities. Projects assigned may include: maintenance and content development on the Village websites and social media platforms; produce and distribute news releases; design layouts and graphics for flyers, posters, signs, and brochures; contribute to photography catalog of parks and recreation activities; develop video media promoting targeted programs and activities; develop a marketing strategy utilizing social media analytics; and staff programs and special events (some evenings and weekends). Candidates must have a valid driver's license, have transportation to work, and be prepared to work with children and adults. Experience working with Adobe Creative Suite (specifically InDesign, Illustrator, Photoshop, and Acrobat) and Microsoft Office a plus.

Marketing Internship (Katie's Kitchen)**Pay:** \$11**Hours:** 12-16 hrs/week (preferred hours 9am-2pm; 8 weeks)**Location:** Des Plaines

The intern will assist with our online presence (Facebook, Instagram, e-mail club); outside sales (reaching out to local business to promote catering); and creating promotional flyers and menu special flyers.

Marketing and Administrative Assistant (Rubenstein Fox Team, Baird & Warner)**Pay:** \$10-12**Hours:** 10 hrs/week (preferred hours 11am-2pm; 8 weeks)**Location:** Elk Grove Village

The intern will assist with marketing (farming, social media, and competitive research of Zillow, Trulia, and Redfin). Candidates should be MS Office proficient.

Student Assistant (State Farm Insurance – Randhurst Village)**Pay:** \$9-13/hour**Hours:** 15 – 25 hrs/week (afternoons/evenings until 7pm and Saturdays)**Location:** Mount Prospect

The intern will assist with Digital Marketing (Internet, Facebook, and Twitter). Candidates should be studying either Marketing, Business, or Computer Science. Students will be trained in: Personal & Business Insurance, State Of Illinois Insurance Licensing, Small Business Marketing Activities/Strategies, and Media Marketing Campaigns.

Tech Sales/Marketing (StructurePoint)**Pay:** \$10-15/hour**Hours:** 10-40 hrs/weekly**Location:** Skokie

We are searching for a sales and marketing oriented e-commerce techie who can assist the general manager in daily operations, such as tech sales, support, marketing, licensing, and servicing published software programs. We also need assistance in the field of writing proposals, grants, standards, and manuals.

MEDIA/COMMUNICATIONS JOURNALISM/ ARTS/THEATRE/EDUCATION**Art Education Intern** (Art Odyssey)**Pay:** \$9-12**Hours:** 2 hours/week (8- 16 weeks)**Location:** Skokie

The intern will maintain Art Odyssey Facebook page by posting articles of interest to art people. Intern will also send mailings through a website system for Holiday Greetings and events. Intern may also update the mailing list and keep website updated. If interested, the intern will help with art exhibits. Candidates can be in any field of art - visual, theatre, music, literary arts, etc. but computer and graphic design skills preferred

Early Care and Education Intern (Bright Horizons at Evanston)**Pay:** \$10**Hours:** 5-20 hours/week (up to 16 weeks)

Location: Evanston

Internship, observations, and volunteer experiences available in early care and education for children of 0-6 years, including work for culinary arts students in the full service kitchen on site.

Dance Instructor (Move the Beat)**Pay:** \$TBD**Hours:** 10-20 hours/week (evenings)**Location:** Des Plaines

The dance instructor will execute group and private dance lessons, create curriculum and choreography, and assist with day-to-day business operations.

Editor Internship (The Borgen Project)**Pay:** UNPAID**Hours:** 17 hours/week (flexible)**Location:** telecommute

The intern will edit articles for the blog and magazine. Interns must attend orientation and training the first and third Monday of their internship at 4pm PST. Interns will be expected to: raise \$500, call and email Congress weekly, mobilize people to email congress, fact check, provide writers with feedback on their work, and SEO and source code.

MEDICAL BILLING/BIO-MEDICAL/PHYSICAL SCIENCES/ NANOTECHNOLOGY**Grounds Intern** (Village of Mount Prospect)**Pay:** \$12.50-\$13.50**Hours:** 40 hrs/week (summer)**Location:** Mount Prospect

The intern will assist with site estimating, data entry, use of GIS/GPS system, responding to service requests, and working with the grounds crew. Desirable qualities include: excellent tree, shrub, perennial, and weed identification skills; some computer course work; 1 or 2 years college level training in horticulture or a related field; and a valid driver's license.

Office Intake Coordinator (Vision Home Health Care)**Pay:** \$9-12**Hours:** 20 hrs/week - 40 hrs/week during summer (16 weeks, renewable)**Location:** Mount Prospect

The intern will coordinate all aspects of health care for the client from intake through discharge, including writing the referral and coordinating services through the certification period; schedule all clinical and therapy services and follow-ups to maintain compliance with State and Federal regulations; contact Doctors' offices to request and receive Physicians' Orders and signed Plans of Care for our patients; be responsible for general office management, including answering telephones and filing of medical documents; and work with the Quality Assurance Nurses and the Director of Nursing to speed up transmission and receipt of signed patient face-to-face encounters to enable timely submission of Pre-Claim Review documents.

Science Undergraduate Laboratory Internships (Office of Science/US Department of Energy)**Pay:** Paid**Hours:** TBD**Location:** TBD

The intern will assist in science and engineering research activities at DOE national laboratories and facilities. More information and the online application can be found at <http://science.energy.gov/wdts/suli>

Front Desk Coordinator (Smile Dentistry)**Pay:** \$9-12/hr**Hours:** 12-20 hours/week (4-7pm weekdays and 8am-2pm Saturdays; 16 weeks)**Location:** Morton Grove

The intern will assist with verifying insurance eligibility, insurance pre authorizations, dental billing and coding, Dental codes, scheduling patient care, answering phone calls, working in compliance with HIPPA. Candidates should have education or experience in healthcare, billing & coding, and customer service.

Medical Billing Intern (GK Medical Management)**Pay:** \$9-12

Hours: 20 hrs/week (16 weeks)

Location: Winnetka

The intern will assist with billing medical services using our Centricity software and will follow up claims with insurance companies.

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES/

Activity Assistant (Covenant Retirement Communities)

Pay: Unpaid

Hours: 15 hours/week (9am-12pm, 1-4pm, or 2-5pm; 10 weeks)

Location: Northbrook

The intern will assist, lead and participate in activities as assigned in the residential facility, assisted living facility and health facility; push resident wheelchairs when needed; organize, clean and maintain activity supplies and storage areas as needed; maintain contact with room-bound patients in the Health Facility to provide for their special needs; maintain and circulate the library cart and recorded tapes in the health Facility when assigned; maintain daily charting of participation of residents; attend and participate in departmental staff meetings and in-service training sessions; develop and produce materials and bulletin boards appropriate for promoting activities in all levels of care as assigned.

Social Services Intern (Maryville Academy)

Pay: \$10

Hours: 10 hours/week (flexible; 8-10 weeks)

Location: Des Plaines

The intern will assist the Medicaid Specialist and the System Implementation Specialist with reviewing client records to support compliance with the Medicaid Community Mental Health Services Program (Rule 132); conduct technical assistance reviews with program staff to increase compliance with Rule 132; and provide support to System Implementation Specialist during training sessions. Preferred field of study/major and skill sets include Social Work, Psychology, and Human Services.

Various Internships (The Chicago Council on Global Affairs)

Pay: Unpaid

Hours: 15 hours/week

Location: Chicago

Numerous positions are available in a variety of specialties, such as communications, development, global food and agriculture, office of the president, programs, and studies. For more information, please visit <https://thechicagocouncil.org/about/internships>

Direct Support Professional (Rimland Services)

Pay: \$10-12.50

Hours: 9 hours/week (between hours of 7:30am-4pm, M-F; minimum 1 semester)

Location: Evanston

Our mission is to provide realistic and essential supports to adults with autism. The intern will complete daily logs 1 paragraph of the clients activities through the day; track goals of the individual clients that they are assigned to; complete behavior report; participate and motivate client doing everyday activities; participate and motivate client to do Zumba and Yoga exercises; and participate in activities in the community.

Advocate (The Borgen Project)

Pay: UNPAID

Hours: 4 hours/week (flexible)

Location: telecommute

The intern will serve as an ambassador for the world's poor and build awareness of the issues and ways people can help. Advocates will be expected to: raise \$500, met with 1 congressional leader, teach 50 people how to call Congress, mobilize 100 people to email congress, and attend 4 networking events.

POLITICAL/GOVERNMENT

Congressional Internships (Office of Congresswoman Jan Schakowsky)

Pay: unpaid

Hours: 10-15 hrs/week (3 month commitment)

Location: Glenview

The intern will: respond to constituent requests; assist with special projects; attend meetings and events; conduct constituent casework; answer telephones; research information and produce material helpful to constituents; enter data and work on computers; and write constituent correspondence.

Campaign Internship (Kirk Campaign for State Senate)

Pay: unpaid and paid internships (for those who qualify) available

Hours: flexible

Location: Des Plaines (other locations also available)

We are looking for high energy, hard-working, proactive, community and student leaders interested in helping the campaign for the U.S. Senate Seat. Benefits include: service hours, letters of recommendation, resume builder, stepping stone to a career in politics, and opportunity for paid internships and other paid positions.

Field Organizer Intern (Friends for Marty Moylan for State Representative)

Pay: \$13/hr

Hours: 12-32 hrs/week (6-16 weeks)

Location: Des Plaines

Help a northwest suburban Democratic candidate running for state representative in a highly competitive race by serving as a field organizer intern. Our field organizing interns will walk door-to-door to help garner support for our candidate, and help the campaign with other forms of voter outreach. If you are interested in a possible future career in politics, then a local grassroots campaign is the best place to gain experience.

Campaign Internship (Mel Thillens for State Senate)

Pay: Paid and Unpaid opportunities

Hours: TBD

Location: 28th District (Schaumburg, Des Plaines, Park Ridge, Elk Grove Village, etc.)

Interns will assist with campaign strategy, voter outreach, event coordination, traditional and social media, and other administrative tasks. Interns will be exposed to important policy issues facing the state of Illinois and will have the opportunity to work directly with Mel Thillens and other top campaign staff members.