

Internship Opportunities – Jan 18, 2018

(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 Wizard (Staff Accountant)

Pay: \$11-12/hr

Hours: 20-30 hours/week (flexible hours, prefer afternoon-evening; 16 weeks)

Location: Skokie

The intern will respond to client phone calls and emails; assist with some tax preparation work (training will be provided); and work with IRS & State on client related matter (training will be provided). The intern will use QuickBooks, Microsoft Excel, and tax preparation software. Bookkeeping and tax preparation training will be provided. This position can grow into a full time position based on student's initiative and performance.

Tax Season/Accounting Intern (Friedman & Huey)

Pay: Paid (approx. \$9-12/hr)

Hours: 25-40 hours/week (flexible; January- mid-April)

Location: Northbrook

Our interns receive both initial and continuing instruction in individual taxation and benefit from an individually assigned mentor for one-on-one training for the duration of their internship. We offer the best of both worlds: the technical resources and breadth of experience of amid-size accounting firm, together with the diversification, personal attention, and camaraderie of a smaller organization. We have the same sophisticated clientele, services, and software as the larger firms but delivered on a more personalized service platform. Staff works directly with our Partners, who are visible, accessible, and interested in your professional and personal development. Candidates must have at least one completed tax course and a 3.5 minimum GPA.

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.

BUSINESS/SALES

Business Development Intern (CareVitality, Inc.)

Pay: \$9/hour

Hours: 18-20 hrs/week (10am-4pm; 3 months; preferred start date Feb 2018)

Location: Skokie

CareVitality (www.carevitality.com) is seeking Business Development Interns. Each intern will be trained in the service offerings they will be positioning to practices. The major offerings will be to help transition medical practices from fee for service to value based care to include the most popular areas of need in the medical practice space (Data Security & Care Management). Each intern will be assigned a set number of practices they will be responsible calling into and marketing our services. Based on the set of practices they are given will depend on which services they will be responsible for discussing with the clinics. For clinics that are interested in learning more they will begin the sales process by sending the follow up materials and following up to schedule the second meeting with the head of sales who will work to close the opportunity. Candidates could be studying business, marketing, management, health information technology, or related fields but should be proficient in Microsoft applications such as using Outlook for email and Word for writing letters.

Sales and Marketing/New Business Development (BevStrat Inc)

Pay: \$9-10/hour

Hours: 10-20 hrs/week (16+ weeks)

Location: Winnetka

The intern will assist with marketing, administrative tasks, and business development. The intern will have the opportunity to work with a growing company, manage multiple tasks for multiple suppliers, work with company leadership to make key decisions about company directions, speak daily with new clients, and work with new business development.

Personal Assistant (Pathways to Successful Living Seminars)

Pay: \$9-12/hour

Hours: 20 hrs/week (10-16 weeks)

Location: Vernon Hills

We are looking for a business major to support us with putting together marketing materials, form letters and brochures for business seminars, doing research to find leads for business seminars, and additional executive assistant tasks. The intern will assist with social media, maintaining an internal database (Access), working with the Asana Project Management System, performing google drive functions, and other secretarial functions.

Brand Ambassador Intern (UCapture)

Pay: \$10/hour

Hours: 3-5 hrs/week (16 weeks or longer)

Location: on campus

UCapture seeks self-motivated student leaders to work as "Brand Ambassadors" to engage and educate their campus community about our positive environmental impact. As a Brand Ambassador with UCapture, you'll lead grassroots student engagement efforts on your campus through tabling events, activity fairs, and

speaking in classes, club meetings and other gatherings. You'll become an expert in our platform, so you can confidently explain how it works and how UCapture fulfills our environmental mission. Brand Ambassadors recruit new users to UCapture and educating them on how to use the platform to reduce their carbon footprint, and help their school go carbon neutral too! This position is part-time with very flexible hours. You will choose when and how much you work; target 2-5 hours per week. This allows you to stay involved with UCapture throughout the school year, dialing up and down your engagement as time permits. Bring your passion for the Environment! Candidates should show leadership, creativity, strong writing skills, an ability to work independently, and desire to be an entrepreneur.

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 (HRC 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.

GRAPHIC DESIGN/PHOTOGRAPHY

Creative Web Design Apprentice (Tauer and Johnson Mens Shoes)

Pay: \$12/hour

Hours: 10-12 hrs/week (8-10 weeks; preferred start January)

Location: Des Plaines

The intern will provide web site design and creative ideas to develop sales for our brand including ads on Amazon, Face Book, and other media, working directly with Marketing Director and Marketing Coordinator.

Photo Booth Attendant (Photo Booth Time)

Pay: \$20/hour

Hours: 10 hrs/week (16 weeks; ASAP)

Location: Northbrook

Photo Booth Time is looking for Photo Staff Attendants for weddings, Bar and Bat Mitzvah's, birthdays, corporate events, holiday events, school functions, really any event these days has a fun photo booth! The Non-Negotiables: dependable, enthusiastic, basic computer knowledge (we will train), can work weekends and have weekend availability (events are typically 3-5 hours, plus setup and tear down, and are usually Saturdays, as well as Fridays and Sundays), have a reliable vehicle to fit equipment, and must have a cell phone. Your Responsibilities include: picking up the equipment from our office, arriving on time at the venue, setting up the photo booth, interacting with the guests at fun events, assisting with taking pictures, suggesting fun picture poses, pack up at the end of the event. Special consideration for photography and design students.

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).

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

Intern (AllPoints Foodservice Parts & Supply)

Pay: \$12/hour

Hours: 20 hrs/week (3-6 months)

Location: Mt. Prospect

The intern will work in a fast paced high growth company supporting the IT infrastructure. The candidate will work directly with Staff and IT management in the following areas: General IT Support; Basic AD administration; Basic Citrix Administration; and Special projects. We will train you in the basic support of the systems above and provide the insight into how and why we do things as we do. Our team will take the time

to explain the operation of how an IT groups supports a high growth company. As time permits we will included the candidate in planning meeting, weekly staff meetings and enterprise wide projects. In return we expect a bright ambitious candidate with a thirst to learn and a pleasant personality. We are looking for someone good who we will make better.

Developer Intern (Arlington Capital Management)

Pay: \$12-14

Hours: 12-20 hrs/week (3-4 months)

Location: Arlington Heights

The intern will be working in support of mission critical applications. This will include challenging software development assignments. Tasks will also include testing/auditing/debugging support for critical systems. Interns will on occasion be asked to assist with PC and network support. We view this internship as a path to potential long-term part-time employment while the student is completing their education, with the potential down the road for full time employment for the right individual.

IT Support (Affy Tapple)

Pay: \$12

Hours: 20 hrs/week (Oct 2017-Feb 15, 2018)

Location: Niles

The intern will be working closely with our Manager of Information Technology in support of our networking, and system support and possibly working with 3rd party providers. Prefer a generalist working on a broad base of disciplines within the IT field.

Source Administrator (VIVA USA)

Pay: TBD

Hours: 40 hrs/week (2 months)

Location: Rolling Meadows

This position will coordinate the development and deployment of The Source (online Sales system). Entry level/admin, familiarity with computers/tech.

Technology Assistant (Niles Township District for Special Education)

Pay: \$10-12

Hours: 20 hrs/week or more (flexible)

Location: Morton Grove

The intern will support help desk tickets and assisted staff needing technology help; support our staff with Google Apps and built custom spreadsheets for student data; assist in PC Repairs; manage user and group accounts on Windows servers and Google Apps; and perform computer and Chromebook repair. Candidates must be able to provide solutions after thorough research for technology issues, and be task-oriented, on time, thorough, and ask good questions.

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 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, and PowerPoint). Majors Preferred: Computer Science/ Information Systems, CAB, or Business.

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/AUTOMOTIVE**Quality/Test Engineering Intern (Semler Industries)****Pay:** \$12**Hours:** 10-20 hrs/week during school; 40 during summer (between 7am-5pm; 16 weeks)**Location:** Franklin Park

The intern will learn and understand the features and benefits of the company's existing products; test completed equipment to confirm operation and metrics meet design requirements; use electrical, plumbing, mechanical and chemical disciplines to correctly identify all components necessary to meet the customer requirements (this includes complete bill of materials creation); support the sales team in preparation of quotations and sales orders to ensure product compatibility with customer needs; and assist in the evaluation, design, or re-design of capital equipment and applicable after-market components by analyzing current customer application parameters and selecting the appropriate products. The position requires working with sales, QA, and manufacturing support at customer locations to design process solutions; use of ProE / Creo (latest version) expected for 3D modeling purposes for production-style equipment; use of AutoCAD for 2D drawings for one-off equipment designs; knowledge of basic circuit board design is beneficial (Arduino, Raspberry pi, etc); brainstorming new product ideas and watch for concepts that may be relevant in new markets or changing markets; learning competitive products and channels in the marketplace; gaining a firm grasp of the marketplace to monitor competitor activity and assist in developing plans to successfully compete; occasional field startup observation; travel 10% of the time; creation or assistance in developing installation and operation manuals for products created; and attendance seminars and vendor product training sessions provided by the Company to improve technical product knowledge and ensure consistent documentation and processing of jobs. Candidates should be pursuing a mechanical engineering degree from a recognized school is a minimum. Preferred junior or senior year. Chemical engineers with the requisite 3D modeling skills and interest may be considered. Requires a willingness to learn, attention to detail, and the ability to grasp and retain information. Must have excellent listening, planning, problem solving, and organizational skills. Requires the ability to effectively communicate both orally and in writing, and the ability to listen and react accordingly; using both tact and diplomacy to maintain good working relations with co-workers and others. Computer knowledge is required as well as a valid driver's license. Must be able to speak, write, and comprehend written and verbal instruction in English. Interest in quadcopters or drones a plus!

Mechanical/Product Engineer (Beastgrip)**Pay:** \$12-18/hour**Hours:** 20 hours (10am-2pm; 10-16 weeks)**Location:** Des Plaines

The intern will create new and innovative camera equipment designs, such as camera cages, handgrips, lens mounts, packaging and much more that will immediately be manufactured, tested and sold; design and build working prototypes with FDM 3D printers and international manufacturers (injection molding and CNC machining); and enhance existing product concepts to solve real-world challenges based on consumer demand. Candidates can be studying Mechanical Design, Engineering, or Product Design (or related); big plus if the candidate has skills or knowledge with product concept drawing/sketching and/or generative design. Training will be provided on AutoCAD, SolidWorks, KeyShot and FDM 3D printers.

Automotive Technician Intern (Advanced VTech)

Pay: \$10-14/hour

Hours: 16-20 hours a week (16-20 weeks)

Location: Buffalo Grove

The intern will perform oil service, mount and balance tires, installation of brake pads and rotors, cleaning and lubrication of brake calipers, tune-ups, installation of suspension components (link pins, struts, shocks, control arms), installation of brake and fuel lines, installation of fuel pumps, installation of window regulators, installation of exhaust components, diagnosis of check engine codes, installation of emission control components, and installation of alternative fuel kits, etc.

Fleet Services Assistant (Village of Arlington Heights Dept of Public Works)

Pay: \$13.25/hour

Hours: 20 hours a week (7-11am M-F, but flexible; 16 weeks)

Location: Arlington Heights

The purpose of this position is to assist Fleet Services staff in vehicle and equipment inspections, service, and repair as directed by the Fleet Services Foreman, Lead Mechanic and Unit Mechanics.

Manufacturing Support and Project Technician Intern (Rahco Rubber)

Pay: \$9-15/hour

Hours: Flexible

Location: Des Plaines

The intern will create spread sheets, optimize training tools and procedures, capture measurable, and assist with general shop floor needs.

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.

MARKETING/ PR

Social Media Marketing Intern (Pet Product Innovations)

Pay: \$10-12

Hours: 10-20 hrs/week (10-16 weeks; could lead to permanent position)

Location: Des Plaines

Do you love Pets? Are you good at Social Media? Pet Product Innovations is a forward-thinking company located in Des Plaines holding several patents in the pet industry and looking for a social media guru. The intern must have a good understanding of social media channels including LinkedIn, Facebook, Twitter and YouTube. Good communication skills; be detail oriented, organized, and TAKE OWNERSHIP of the position. The ideal candidate will be a marketing or social media major, understand marketing strategies targeting consumers and retailers through use of SEO-SEM-PPC, play an active role in research and then create and manage social ad campaigns, planning and deployment of social postings, monitoring social media, posting and replying to posts. The intern will write content, blogs as well as social networking, newsletter, email blasts, and should be comfortable with forum conversation to promote positive and educational information

about our lines. It would be a bonus if the intern could also help with website editing, design, and content creation.

Sales/Marketing Intern (Semler Industries)

Pay: \$12

Hours: 10-20 hrs/week during school; 40 during summer (between 7am-5pm; 16 weeks)

Location: Franklin Park

The intern will assist salesmen, project managers, development, marketing and customer satisfaction to research and develop markets and various databases to develop market-specific prospective customer lists (this includes a good portion of cold calling and screening potential customers); develop market survey questionnaires for existing and potential clients, and contacting various companies to perform surveys, and record, organize and report responses to management; research new product development ideas online, in magazines and past records, seeking data and trends indicating top opportunities; use various resources, free and pay-for-service, to obtain data lists and sort accordingly; support brochure development with marketing firm (as needed); prepare sales call reports in concise and priority oriented fashion; and complete articles, blogs or "briefs" on successful projects as deemed appropriate. Must possess excellent communication, grammar, organization, reporting and people-related skills. Computer literate with advanced knowledge of Microsoft Office: Word, Excel and PowerPoint. Must be able to speak, write, and comprehend written and verbal instruction in English.

Social Media Marketing Specialist (Big Mouth Marketing)

Pay: \$9

Hours: 10-20 hrs/week (8-16 weeks; could lead to permanent part-time position)

Location: Elk Grove Village

We are looking for a highly motivated Social Media Specialist to build and execute social media strategies through competitive and audience research, set up and optimize company pages within each social media platform. To name a few platforms; Facebook, LinkedIn, Instagram, Twitter, etc.

Marketing Intern (Anthony J. Madonia & Associates)

Pay: \$12

Hours: 8-16 hrs/week (10 weeks; could lead to permanent part-time position)

Location: Des Plaines

The intern will assist with Facebook and LinkedIn updates, perform website updates, and will develop new brochures and marketing materials. The ideal candidate will be a marketing major with excellent oral and written communication skills and graphic design skills.

Marketing/Customer Service Assistant (SpeedPro Imaging)

Pay: \$10-12

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

Location: Skokie

The intern will assist with follow-up marketing strategies targeting our core business prospects through use of SEO-SEM-PPC, direct mail, social networking, newsletter, email, and special events to generate awareness of SpeedPro; manage day to day operations, marketing and client service roles for fast moving print studio environment; share responsibility for managing project workflow, timelines and delivery goals; manage print ready graphic files; and interface with customers on the phone and in person. Candidates should be studying marketing or business; have a dynamic and engaging personality with solid oral and written communication skills; be creative and a critical thinker; and have a strong desire to learn and build their business knowledge and skills.

Social Marketing Intern (PromoDealer)

Pay: \$10

Hours: 15-20 hrs/week (Summer 2018)

Location: Lincolnwood

The intern will be responsible for various inbound advertising platforms and budgets.

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.

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

Camp Counselor (North Suburban YMCA)

Pay: \$9/hour

Hours: up to 40 hours/week (11 weeks starting June 6)

Location: Northbrook

Counselors will lead, plan, and participate in camp activities throughout the summer. Activities include but are not limited to: sports, games, crafts, art, digital media, dance, drama, and swimming.

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>

NON-PROFIT/ HUMAN SERVICES/ MUSEUM STUDIES

Life Enrichment Intern (Covenant Village of Northbrook)

Pay: Unpaid

Hours: 12-20 hours/week (12-16 weeks; preferred start 2/12)

Location: Northbrook

The intern will assist residents with daily activities, have one-on-one conversations with residents, assist with party planning and set-up, perform geriatric research, etc.

Social Service Aide (Greek American Rehabilitation and Care Centre)

Pay: Unpaid

Hours: 16-20 hours/week (approx. two 8 hour days/week; 16 weeks)

Location: Wheeling

Internship candidates will work alongside a highly focused and well-trained Interdisciplinary team of professionals to assist in understanding and addressing the medically complex psycho-social needs of Resident's and their families in the nursing center setting.

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 Intern (Congressman Brad Schneider)

Pay: Unpaid

Hours: flexible hours

Location: Lincolnshire

If you are interested in political science, public policy, or serving your community, this is an internship for you. Responsibilities could include assisting with constituent casework, planning outreach events (i.e. Job Fairs), legislative research, and general office administrative activities. Excellent oral and written skills, as well as familiarity with Excel and Word, required.

Intern (Office of Congressman Raja Krishnamoorthi)

Pay: unpaid

Hours: 12-16 hrs/week

Location: Schaumburg

In the District office, interns may be asked to do a variety of things, including day-to-day office work such as answering phones, writing letters and assisting with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance.

Campaign Field Fellowship (JB for Governor)

Pay: unpaid

Hours: 8-20 hrs/week (4-7:30pm weekdays, flexible weekend hours)

Location: Niles

Fellows work in teams to support our field operation and learn the ins and outs of organizing on a state-wide governor's race. Interns will assist with the field operations of the campaign, event organizing, and campaign data. No campaign experience is required.

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.