



**Internship Program**  
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## Internship Opportunities – July 28, 2025

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](http://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](mailto:internships@oakton.edu) or 847.376.7165.

**Internships are listed alphabetically by the following Program of Study Category (related Oakton "Areas 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 \(Special Programs\)](#)
- [Graphic Design, Photography, and Videography \(Fine, Performing, and Applied Arts\)](#)
- [Health Careers: Cannabis, Medical Billing, Pharmacy Technician, Physical Education, etc. \(Please note that Oakton does not currently offer internships in BNAT, Nursing, and PTA\)](#)
- [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!) Accounting Intern: (Rozovics Group, LLP ("RG"))**

**Location:** 805 W Touhy Ave, Park Ridge, IL 60068

**Pay:** \$15-20/hr.

**Hours per Week & Shifts:** 10 – 20 hours per week

**Description:** Prepare entry-level individual and business tax returns under supervision - Use tools such as ChatGPT and other AI-based applications to assist with tax research, document drafting, and workflow optimization - Work with various accounting and bookkeeping software platforms (e.g., QuickBooks, Xero) - Organize, e-file, and track tax returns and supporting documentation - Assist with document scanning, data entry, and client communication - Conduct tax and accounting-related research as needed - Participate in team meetings, training, and development sessions - Maintain confidentiality and professionalism in handling sensitive client data.

**Requirements:** Personality/Drive/Enthusiasm, Verbal communication skills. Familiarity with Microsoft Office (Excel, Word, Outlook); experience with accounting software a plus (QuickBooks & Thomson Reuter products).

**Fields of Study:** Accounting

**Posted:** 7/28/2025 **Preferred Start Date:** 9/2/2025

## Automotive

### *Manufacturing, Facilities, and Automotive*

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## Business, Human Resources, and Sales

### *Public and Professional Business Services*

#### **Administrative Assistant – SOP Documentation: (Semler Industries, INC.)**

**Location:** 3800 N Carnation St, Franklin Park, IL 60131

**Pay:** \$18 - \$23/hr. based on experience

**Hours per week & shifts:** Flexible hours, 2-3 Days per week

**Description:** Collaborating with department managers and team members to understand current operational processes. Observing and gathering workflows to develop accurate and comprehensive SOPs. Formatting and standardizing documentation in line with the Company templates.

**Requirements:** Proven experience in administrative or documentation-focused role. Proficiency in Microsoft Office Suite, document management tools, and process mapping tools. Experience with SOP creation or business process documentation. Strong written and verbal communication skills. Reliable transportation and availability to work required schedule.

**Fields of Study:** Business

**Posted:** 4/11/2025

#### **Inside Sales Associate: (Chicago Glue & Machine)**

**Location:** Itasca, IL

**Pay:** \$18.00 - \$22.00 per hour

**Hours per week & shifts:** Flexible hours Monday through Friday 8:00 am to 5:00 pm. Availability in the mornings, evenings, and weekends as needed occasionally

**Description:** Drive repeatable and profitable sales expansion with a focus on acquiring new and engaging existing customers. Managing inbound inquiries, qualifying opportunities, sampling, quoting, and updating CRM. Manage pipeline in CRM. Build and maintain a working knowledge of CGM capabilities, adhesive applications, equipment and adhesive industry. Participate in training/coaching opportunities. Act as a member of the Chicago Glue & Machine Sales team by working to develop and implement sales and marketing strategies that help us continually improve. Work with targeted accounts on new applications, product approval, testing, and business plans.

**Requirements:** Coursework in technical/mechanical or marketing field (or equivalent experience). 1-2 years sales experience, directly managing and supporting accounts and multiple technical product lines. Demonstrated experiences and sales results in sales, prospecting, and new business development. Proven experience & ability to work independently as well as in a team environment. Must be able to pass background check and drug screen. Valid Driver's License and car insurance with reliable car. Occasional Travel not expected to exceed 20%.

**Fields of Study:** Business, Finance

**Posted:** 1/15/2025

## Communications and Journalism

### *Humanities and Languages*

#### [\(NEW!\) Social Media Marketing Intern: \(Every Body Eat\)](#)

Please see full description under Marketing.

## Education

### *Social and Behavioral Science and Education*

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

Please description under Social Science, Human Services, and Nonprofit.

## Engineering

### *Science, Technology, Engineering and Math*

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

Please see full description under Manufacturing

#### [\(NEW!\) The Science Undergraduate Laboratory Internships \(SULI\) Program: \(U.S. Department of Energy\)](#)

**Location:** DOE national laboratory

**Pay:** Weekly stipend, reimbursement for one round trip domestic travel to the participant's host DOE laboratory, and possibilities for a housing allowance

**Hours per Week & Shifts:** Appointments are for 16 weeks during the 2026 Spring term

**Description:** The Science Undergraduate Laboratory Internships (SULI) program places students from 2 and 4 year undergraduate institutions as paid interns in science and engineering research activities at DOE national laboratories and facilities, working with laboratory staff scientists and engineers on projects related to ongoing research programs.

**Requirements:** undergraduate students majoring in areas of Science, Technology, Engineering, and Mathematics (STEM) for the Spring of 2026. Open to US Citizens and US Lawful Permanent Residents.  
**Fields of Study:** Science, Technology, Engineering, Math  
**Posted:** 7/28/2025 **Apply at:** <https://science.osti.gov/wdts/suli/>

## **Environmental Studies**

*Special Programs*

## **Graphic Design, Photography and Videography**

*Fine, Performing and Applied Arts*

### **(NEW!) Social Media Marketing Intern: (Every Body Eat)**

Please see full description under Marketing.

### **Media and Publishing Intern: (Label Free Media, LLC)**

See full description under Marketing

## **Health Careers:**

**Cannabis, Medical Billing, Pharmacy Tech, Physical Education, etc.**

We can help you navigate finding an internship in cannabis, medical billing, pharmacy tech, and physical education, but this Internship Program is not allowed to nor is setup to offer internships in the following programs of study: BNAT, CNA, Nursing, Dental, and Physical Therapist Assistant. But, these programs of study do offer clinicals in the curriculum to provide work-based learning opportunities.

### **(NEW!) Performance Training Intern: (Illinois Bone & Joint Institute-Health Performance Institute)**

**Location:** 431 Lakeview Ct, Mt. Prospect, IL 60056

**Pay:** \$15/hour if certified and unpaid if no certification (liability and licensing issues)

**Hours per Week & Shifts:** 8-12 hours per week. 7 AM to noon (morning shift), or 4 PM to 8 PM (evening shift)

**Description:** Conduct personal training and sports performance programs for athletes. Assist in personal training group classes for adults. Learn how to perform movement assessments to assess client strengths and limitations. Understand the essential skills it takes to be a highly sought after performance trainer. Receive a comprehensive education surrounding anatomy, movement patterns, and core pillars of movement training and performance. Develop entry level understanding of plyometric training, speed and power development, and agility programming. Gain in depth understanding of biomechanics, proper form, advanced lifting techniques, mobility routines, and more. Interns must ensure that participants train and perform to a high standard of health and safety at all times. Interns will develop knowledge and understanding of fitness, injury prevention, sports psychology, nutrition, and sports science. Helping assist with operational duties - client services, gym management, and customer retention. Opportunities for networking with other partners in performance management, such as physical therapists, doctors and athletic trainers. Expected to work to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements.

**Requirements:** Verbal communication skills, Leadership Ability/Ability to work independently, Teamwork skills/Ability to work well in groups. Previous coaching experience is a plus.

**Fields of Study:** Exercise Science, Kinesiology, Health, **OR** interest in Physical Therapy/Athletic Training/Occupational Therapy

**Posted:** 7/28/2025

### **Cannabis Post-Processing Agent Internship: (Bedford Grow LLC)**

**Location:** Bedford Park, IL 60638

**Pay:** \$16.00 - \$16.50 per hour

**Hours per week & shifts:** Flexible, ideally 20 hours per week. Shifts must take place during hours of operation: Monday through Friday, 6 a.m. to 11 p.m. M – F. 8 - 16 weeks long, no preference.

**Description:** Internship will include dealing with a multitude of product/plant processing tasks after the growing cycle. Trimming, harvesting, dry/cure tasks, cleaning, packaging, pruning, and additional tasks required in production. Bedford Grow has served as a launchpad for cannabis careers for nearly a decade, potentially leading to full-time opportunities.

**Requirements:** Must be at least 21 years old and pass background check. Reliable transportation.

**Fields of Study:** Cannabis Studies, Manufacturing, Agriculture

**Posted:** 12/5/2024. **Preferred Start Date:** 2025

### **Autism Support Professional: (North Shore Pediatric Therapy)**

**Location:** Ongoing hiring at multiple locations: Arlington Heights, Chicago (in Bucktown), Deerfield, Des Plaines, Evanston, Glenview, Lincolnwood, Lake Bluff, Naperville, and Vernon Hills

**Pay:** \$16.00 - \$19.00 per hour

**Hours per week & shifts:** 12 to 20 hours per week. Will work with schedule. Hours need to be during Monday – Friday, 3pm – 8pm and/or all-day Saturdays.

Flexible length of internship, typically 12 to 16 weeks. If good fit, at the completion of the internship, the clinic will likely offer permanent position to intern.

**Description:** Gain invaluable hands-on experience working 1 on 1 with children on the autism spectrum. Learn and apply principles of behavior analysis and behavior therapy to make a real difference. Enjoy the unique opportunity to shadow our interdisciplinary therapy teams, including specialists in Applied Behavior Analysis (ABA), Neuropsychology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology for at least 30 minutes a week. This offers a rounded view of pediatric therapy approaches and treatments. Our comprehensive 12-week program is aimed at providing a deep insight into autism therapy and can be extended, opening the door for continued learning and experience.

**Requirements:** Looking for individuals eager to learn new technologies and therapy techniques to better assist the children in our care. Looking for a student wanting to explore a career in assisting children on the autism spectrum and who has personality, drive, enthusiasm, and reliability.

**Fields of Study:** Psychology, Social Work, Early Childhood Education

**Posted:** Continually accepting applications.

## **HVAC**

### ***Manufacturing, Facilities and Automotive***

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## Information Technology and Computer Science

### *Computer and Information Technology.*

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## Law Enforcement, EMT, Paramedic and Fire Sciences

### *Public and Professional Business Services*

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## Manufacturing and Computer Aided Drafting

### *Manufacturing, Facilities and Automotive*

### **(New!) Fall Automation Maintenance Technician Intern (Symbotic)**

**Location:** Warehouse in Melrose Park, IL

**Pay:** \$20 per hour

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

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

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

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

**Fields of Study:** No specific field of study required.

**Posted for fall:** July 2025

## Marketing and Public Relations

### **(NEW!) Social Media Marketing Intern: (Every Body Eat)**

**Location:** Hybrid (Remote & Office) 1012 Chicago Ave, Evanston, IL 60202

**Pay:** \$15.00 - \$20.00 per hour, based on experience

**Hours per week & shifts:** 15 to 20 hours per week. 8 to 12 weeks, with potential to extend.

**Description:** Work closely with the Brand Manager to support and expand our social media presence across Instagram, TikTok, Facebook, LinkedIn, and more. Expect to get real hands-on experience building a brand from the inside out. A few examples of key responsibilities include the following: research online communities (i.e., Reddit threads, Discord spaces/communities, Facebook groups) and engage and build relationships in these communities to support product launches and retail campaigns. Influencer discovery and relationship management, content creation and calendar management, engagement and community building (i.e., monitoring comments, DMs, and mentions and responding in a way that builds brand love. Occasionally appear in TikTok/IG videos or assist with filming.

**Requirements:** Strong writing and communication skills. Detail-oriented, proactive, and flexible. Understanding of what makes social content perform – hooks, UGC, SEO-friendly copy, etc. Familiarity with Instagram, TikTok, LinkedIn, and Pinterest. Graphic Design and/or marketing coursework preferred. Experience with tools like Hootsuite, Later, or Meta Business Suite is a plus. Bonus points: Has personal online presence or has experience helping create content for a brand, club, student government, etc.

**Fields of Study:** Marketing, Communications, Graphic Design

**Posted:** 7/28/2025

**Preferred start date:** During August 2025

### **Media and Publishing Intern: (Label Free Media, LLC)**

**Location:** 16517 Bittersweet Pl, Chicago, IL 60634

**Pay:** \$20/hr

**Hours per week & shifts:** Typically, 16 hours per week

**Description:** This is a hands-on opportunity to gain valuable real-world experience in podcast production, luxury publishing, and multimedia operations. You'll work directly with our founder and team to help amplify our voice, streamline operations, and bring our next big media moves to life.

**Requirements:** Currently enrolled in or recently graduated from a program in Marketing, Media & Communications, Journalism, Digital Media, or Graphic Design. A strong writer and editor with a keen eye for detail. Passionate about storytelling, design, media production, and content strategy. Familiar with social media trends, digital tools, and content platforms. Comfortable working independently and taking initiative in a collaborative setting. Organized, reliable, and able to manage multiple tasks and deadlines. Preferred Skills & Tools include Experience with Adobe Creative Cloud (InDesign, Photoshop, Audition). Canva, Notion, Trello, or similar productivity/design tools. Familiarity with podcasting tools (e.g., Riverside.fm, Descript, Audacity). WordPress or other CMS platforms.

Experience with Mailchimp, Substack, or similar email tools.

**Fields of Study:** Marketing, Media and Communications, Journalism, Graphic Design

**Posted:** 5/23/2025

### **Marketing Intern: (Axiz Group)**

**Location:** Lincolnwood, IL 60712

**Pay:** \$15.00 per hour

**Hours per week & shifts:** Afternoons between 1pm – 5pm preferred. 15 to 20 hours per week for 16 to 24 weeks.

**Description:** In this role, you will play a critical part in expanding our client base by conducting market research, analyzing industries, identifying potential clients, and reporting your findings. Your efforts will directly contribute to developing creative and effective marketing solutions for businesses worldwide.

**Requirements:** Strong analytical skills and attention to detail. Excellent written and verbal communication skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and CRM tools. Ability to manage multiple tasks and meet deadlines in a fast-paced environment.

**Fields of Study:** Business, Marketing

**Posted:** 1/2/2025 **Preferred Start Date:** ASAP

### **Social Media Marketing micro internship (Nicole Thomas Photography Studio)**

**Location:** Glenview, IL



**Pay:** This is an unpaid, short-term, project-based internship. If student is reliable and meets agreed upon project deadlines and professional social media posts, the studio may want offer paid contract work to student after the project-based internship ends.

**Hours per week & shifts& length:** Days and Hours will be discussed and agreed upon if offered position. Shifts must take place M-F between 9 a.m. to 5pm in-person at the studio.

**Description:** This opportunity is quite unique because the owner would like to discuss the student's ideas and project details, drawing from student's course projects and other social media experiences, if applicable.

**Requirements:** Must have already completed Social Media Marketing course

Preferred skills: Attention to detail, time management and demonstrated ability to complete projects before deadlines.

**Fields of Study:** Marketing or Graphic Design.

## **Museum Studies**

### ***Fine, Performing and Applied Arts***

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## **Paralegal Studies**

### ***Public and Professional Business Services***

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## **Political Science and Government**

### ***Social and Behavioral Science and Education***

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## **Science and Nanotechnology**

### ***Science, Technology, Engineering and Math***

No current listings at this time. But, apply anyway to Oakton's Internship Program to start the process and prepare your application materials for when something is posted.

## **Social Science, Human Services and Non-Profit**

### ***Social and Behavioral Science and Education***

### **(NEW!) Fall Studio Intern: Arts of Life**

**Location:** 1963 Johns Drive, Glenview IL

**Pay:** Unpaid (Arts of Life is a nonprofit)

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

**Description:** For 25 years, Arts of Life has been advancing the creative arts community by providing artists with intellectual and developmental disabilities a collective space to expand their practice and strengthen their leadership. The studio intern will directly supervise and collaborate with assigned



artists, including, but not limited to the following: helping artists to implement their goals, assisting artists with taking out and putting away supplies for their projects, providing technical assistance related to their projects, and assisting studio staff with transportation. Assist staff and artists in maintaining the studio and the art, including, but not limited to: brush care, studio upkeep and repair, and cleanup. Complete documentation related to happenings in the studio. You may also be asked to assist in stretching canvas and matting, framing, and hanging work. Over the course of the internship, interns will be asked to plan and facilitate a personal project related to the arts or another community initiative.

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

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

**Re-posted for fall:** 7/28/25

### **Intake Line Intern: (WINGS Program Inc.)**

**Location:** Palatine, IL 60095

**Pay:** Unpaid

**Hours per week & shifts:** 12 hours per week, Flexible shifts between 9am – 8pm Monday - Saturday

**Description:** Learn the Intake process for all Community Based Services including Housing, Counseling and Mentoring Programs by conducting phone intakes, screening for eligibility and participation in staffing intakes. Provide emotional support to Intake Line callers.

**Requirements:** Enthusiasm, Leadership Ability/Ability to work independently, Reliability

**Fields of Study:** Human Services, Social Services, Psychology, Criminology

**Posted:** 4/11/2025

### **Children's Summer Camp Intern: (WINGS Program Inc.)**

**Location:** Palatine, IL 60095

**Pay:** Unpaid

**Hours per week and Shifts:** 12 hours per week, 12pm – 4pm M/W/F

**Description:** This internship takes place in one of two Safe Houses (emergency domestic violence shelters)- in Chicago or in suburbs. Students have the opportunity to work with the children residing in the shelter. Student will develop and coordinate fun activities for children (ages 4 and up) while they are at the shelter during the summer months.

**Requirements:** Maturity/Professionalism, Leadership Ability/Ability to work independently

**Fields of Study:** Human Services, Social Services, Psychology, Criminology

**Posted:** 4/11/2025

### **Autism Support Professional: (North Shore Pediatric Therapy)**

Please see the Health Careers section.

## **Theater**

*Fine, Performing, and Applied Arts*

### **(New!) Studio Intern: Arts of Life**

Please description under Social Science, Human Services, and Nonprofit.