



Internship Program
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Internship Opportunities – November 17, 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

These are abbreviated internship descriptions. For more details about the listed internship opportunities, contact the Work-based Learning Navigators at internships@oakton.edu or 847.376.7165.

Internships are listed alphabetically by the following Program of Study Category (related Oakton "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!) Tax Preparer/Administrative Assistant: (Dale Bugasch & Associates, CPA's)

Location: Glenview, IL 60025

Pay: \$15.00 - \$18.00 per hour based on skills and experience

Hours per week & Shifts: 15 – 18 hours per week. Flexible days/hours between Monday and Friday, 2 – 3 days a week.

Description: This internship is perfect for a student that would like to assist in an accounting office during tax season. Interns will organize and maintain physical and digital tax documents, handle incoming communications including phone calls, emails, and document drop offs, and utilize tax software to log client information. Will also assist with e-filing of tax returns. Training on tax software will be provided as necessary.

Requirements: Ability to learn basic operation of tax and database software programs. Organizational and communication skills. Ability to multitask. Proficiency in Microsoft Office. Prior administrative or office experience a plus. Must be able to pass background check.

Fields of Study: Accounting, Business

Posted: 10/20/2025 **Preferred Start Date:** 2/3/2026

(NEW!) Junior Bookkeeper: (goodbookin LLC)

Location: 725 Washington St Ste 109, Evanston, IL 60202

Pay: \$18 per hour

Hours per Week & Shifts: 16 – 24 Hours per week between during business hours of M-F 9:00am – 5:30pm and Sunday 8:00am – 12:00pm

Description: Admin support, data entry, transaction categorizing, reconciliations, certifications, customer service, general bookkeeping using Workspace, Microsoft Office, QuickBooks, Xero, Adobe

Requirements: Career goals in line with position, teamwork skills/ability to work well in groups, trainability

Fields of Study: Accounting, Business

Posted: 11/3/2025 **Preferred Start Date:** ASAP

(NEW!) Tax Counseling for the Elderly Site Coordinator: (Center of Concern)

Location: 1665 Elk Blvd., Des Plaines, IL 60016

Pay: \$500 Stipend

Hours per Week & Shifts: January – April, flexible within open office hours, TBD with supervisor

Description: Nonprofit program coordination, volunteer management, and tax preparation services, all while helping older adults (60+) access free, high-quality tax assistance. The intern helps lead day-to-day site operations, supports volunteers, and ensures compliance with IRS standards.

Requirements: Currently enrolled in or recently completed a degree in accounting, business, public administration, social work, or a related field. Interest in community service and working with older adults. Strong communication and organizational skills. Ability to complete IRS-provided training and certification. Basic comfort with computers, spreadsheets, and/or tax software (training provided). Ability to maintain confidentiality and professionalism in a fast-paced environment.

Fields of Study: Accounting, Business, Social Work

Posted: 11/3/2025 **Preferred Start Date:** 1/5/2025

Finance Intern: (Abbott)

Location: Abbott Park, Lake Forest

Pay: \$16.45 – \$32.85 per hour

Hours per week & Shifts: TBD

Description: The purpose of the internship is to provide meaningful professional hands-on experience to students with proven academic performance and leadership potential. Ideal candidates will utilize and further develop technical and soft skills (i.e. communication), business knowledge, analytical techniques and creative problem solving abilities. The assignments are carried out in a variety of work environments such as: corporate and operating unit headquarters, manufacturing plants and support function locations, where the interns will interact with various finance co-workers and business partners.

Requirements: Completed at least one year of college education before beginning internship. Must be enrolled in school the semester following your internship. BS/BA student. Before graduation, planning to complete minimum of 4 Accounting classes (one 3-4 credit hour accounting course needs to be cost accounting). School and/or work experience using Microsoft Excel and PowerPoint. Must have permanent authorization to work in the U.S

Fields of Study: Business, Finance

Posted: 9/15/2025

Full Job description and to apply, please see [this link](#).

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

(NEW!) Office Manager/Administrative Assistant: (Building Innovations, Inc.)

Location: 1939 Waukegan Road, Glenview, IL 60025

Pay: \$17.00 - \$21.00 per hour

Hours per Week & Shifts: TBD

Description: Manage/take leadership of the office and company operations, as well as maintaining great working relationship with other staff. Manage and organize confidential documents and files. Assists the company's principal in time management by documenting and tracking calendars, appointments, and emails. Assist with planning meetings, events, and presentation.

Requirements: At least two years of office management experience. Proficiency in MS Office 365 and office management software. Good understanding of moderate accounting/bookkeeping. Working knowledge of HR policies and procedures, with experience in employee onboarding Excellent communication, collaboration, and interpersonal skills. Strong team player, with hands on work ethic. Enthusiastic about building a positive company culture. Ability to work quickly, accurately, and independently. Willing to be flexible.

Fields of Study: Business, Management

Posted: 11/17/2025 **Preferred Start Date:** 11/15/2025

(NEW!) Administrative Assistant Intern: (Rebuilding Lives)

Location: Remote

Pay: Unpaid (for-credit opportunity available)

Hours per week & Shifts: 10 – 15 hours per week

Description: Rebuilding Lives is a newly established nonprofit. Answer and route phone calls and emails. Maintain and update records, forms, and databases. Prepare reports, memos, and other documentation. Assist with event coordination and logistics. Provide general office support

Requirements: Attention to detail and excellent organizational skills. Proficient in basic office software (Google Docs, Sheets, etc.). Good interpersonal communication. Interest in nonprofit operations

Fields of Study: Business

Posted: 10/20/2025

(NEW!) Executive Assistant Intern: (Rebuilding Lives)

Location: Remote

Pay: Unpaid (for-credit opportunity available)

Hours per week & Shifts: 10 – 15 hours per week

Description: Manage calendars, appointments, and emails. Assist with planning meetings, events, and presentations. Conduct research and prepare briefing materials. Maintain confidential files and documents. Assist in special projects and reporting

Requirements: Strong organizational and time-management skills. Proficiency in Google Workspace or Microsoft Office. Professional communication skills (verbal and written). Ability to maintain confidentiality. Interest in nonprofit and community-based working

Fields of Study: Business

Posted: 10/20/2025

Communications and Journalism

Humanities and Languages

Education

Social and Behavioral Science and Education

(NEW!) Registered Behavior Technician (RBT): (Instructional ABA Consultants)

Location: 900 Waukegan Rd, Glenview, IL 60025

Pay: \$19.00/hr. for client sessions and office work (post RBT certification), \$17.00/hr. for client sessions and office work during in-person shadowing (pre-certification), \$15.00/hr. for RBT modules and virtual onboarding

Hours per Week & Shifts: Flexible, 10 – 20 hours per week. Minimum of 6 months. Minimum availability of 3 weeknights (3:00pm – 7:30pm) and part of a weekend day

Description: Deliver direct ABA therapy in a clinical setting. Follow treatment plans designed by a Board-Certified Behavior Analyst (BCBA). Accurately collect and report session data within 24 hours. Attend training sessions and maintain communication with your BCBA. Follow all ethical standards and HIPAA regulations.

Requirements: Commitment to minimum of 6 months, Vehicle, 6 months prior experience working with children

Fields of Study: Education, Psychology, Child Development

Posted: 11/3/2025

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

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

Engineering

Science, Technology, Engineering and Math

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

Please see description under Manufacturing, Facilities, and Automotive

Operations Intern: (Abbott)

Location: Buffalo Grove, Illinois and Des Plaines, Illinois

Pay: \$20.00 - \$35.00 per hour

Hours per week & Shifts: TBD

Description: Our Operations Internship Program provides a meaningful, professional, hands-on experience to students with proven academic performance and leadership potential. We hire students majoring in Engineering, Supply Chain Management, and Life Sciences into our programs based on business needs. Ideal candidates will combine technical and business knowledge with analytical strength and creative problem-solving abilities.

Requirements: Completed at least one year of college education before beginning internship. Must be enrolled in school the semester following your internship. Authorized to work in the United States without requiring sponsorship. Must be geographically mobile. Candidate must have an excellent academic record with a minimum of 3.0/4.0 GPA.

Fields of Study: Engineering, Supply Chain Management, and Life Sciences

Posted: 9/15/2025

Full Job description and to apply, please see [This Link](#)

Environmental Studies

Special Programs

Graphic Design, Photography and Videography

Fine, Performing and Applied Arts

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.

Performance Training Intern: (Illinois Bone & Joint Institute-Health Performance Institute)

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

Pay: \$15 per 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

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!) Tooling Coordinator: (RF Mau Co.)

Location: Lincolnwood, IL

Pay: \$15.00 - \$20.00 (dependent on candidate's experience)

Hours per week & Shifts: Flexible, 20 – 30 hours per week, not to exceed 30 hours per week

Description: Best practices and layout as we relocate and improve our tool room/department. Learning real world manufacturing, layout, design and process improvements.

Requirements: CAD experience. Personality/Drive/Enthusiasm, Teamwork skills/Ability to work well in groups.

Fields of Study: Manufacturing, Computer Aided Drafting

Posted: 9/29/2025

Spring Automation Maintenance Technician Intern: (Symbotic)

Location: Warehouse in Melrose Park, IL

Pay: \$20.00 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: 11/3/ 2025

Marketing and Public Relations

(NEW!) Marketing and Administrative Assistant Intern: (Central Sheet Metal Products, Inc.)

Location: 7251 Linder Ave. Skokie, IL 60077

Pay: \$15.00 - \$18.00 per hour

Hours per Week & Shifts: 20 hours per week. Hours worked must take place during normal business hours of M-F 9:00am-2:00pm

Description: The role itself will be all things small business and what it takes to administrate it and its operation. As an admin assistant and marketing intern, you can expect to learn how to clearly communicate with customers and vendors, using various methods of communication (phone, email, fax, etc. They will learn different aspects of marketing & social media, learn how to tie it together with business sales & operations. There will be a good amount of data entry and they'll learn how to use some of today's common software, like MS Office, our ERP & Bartender. Possibly create and implement a social media campaign and learn all things LinkedIn

Requirements: Relevant skills, drive/enthusiasm, teamwork skills/ability to work in groups

Fields of Study: Marketing, Business, Engineering, Manufacturing

Posted: 11/3/2025 **Preferred Start Date:** ASAP

(NEW!) Marketing Assistant: (Rebuilding Lives)

Location: Remote

Pay: Unpaid (for-credit opportunity available)

Hours per Week & Shifts: 10 - 15 hours per week

Description: Assist in planning and executing marketing campaigns. Create flyers, brochures, and outreach materials. Support email marketing and newsletter creation. Research audience engagement strategies. Monitor and report on marketing metrics

Requirements: Strong writing and visual design skills. Basic knowledge of Canva, Mailchimp, or similar tools. Interest in nonprofit or cause-based marketing. Creativity and willingness to learn

Fields of Study: Business, Marketing

Posted: 10/20/2025 **Preferred Start Date:** ASAP

(NEW!) Digital Marketing Assistant: (Rebuilding Lives)

Location: Remote

Pay: Unpaid (for-credit opportunity available)

Hours per Week & Shifts: 10 - 15 hours per week

Description: Manage and update social media accounts (Instagram, Facebook, LinkedIn). Draft posts, create graphics, and schedule content. Assist in website updates and SEO optimization. Monitor analytics and engagement data. Research trends and recommend improvements

Requirements: Familiarity with social media platforms and scheduling tools. Experience with Canva, WordPress, or similar tools a plus. Strong written communication and visual design sense. Enthusiasm for digital storytelling and nonprofit causes

Fields of Study: Business, Marketing

Posted: 10/20/2025 **Preferred Start Date:** ASAP

Marketing Intern: (Bishop Plumbing Heating & Cooling Inc)

Location: 901 East Business Center Drive, Mt Prospect, IL 60056

Pay: \$15.00 – 17.00 per hour

Hours per Week & Shifts: 10 – 12 hours per week

Description: Marketing, social media, google, SEO etc.

Requirements: Written communication skills, Leadership Ability/Ability to work independently, Teamwork skills/Ability to work well in groups, Reliability, Trainability

Fields of Study: Business, Marketing

Posted: 8/18/2025 **Preferred Start Date:** ASAP

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

Synthetic Biology Research Experience for Undergraduates: (Northwestern University)

Location: Evanston, IL 60208

Pay: This program is supported by the National Science Foundation. Participants will receive full room and board, paid travel expenses for those not in the Chicagoland area, meal plan, and a \$7,000 stipend.

Hours per week & Shifts: Must be available to start June 14th, 2026 and stay at least nine weeks through August 21st, 2026. Lab hours to be determined upon placement but typically normal daytime working hours.

Description: See website for program details

Requirements: Be a current **undergraduate student**. If you have not graduated by the program end date, you are eligible. Must have completed freshman year of college.; U.S. citizenship required as this is a federal grant; see website for more details

Fields of Study: All majors are eligible given your academic and career interests in related subject matter.

Start Date: Sunday, June 14th, 2026 (dorm move in date)

Applications open mid-November

<https://syntheticbiology.northwestern.edu/education/undergraduate-education/synbreu/>

Social Science, Human Services and Non-Profit

Social and Behavioral Science and Education

(NEW!) Social Services Reception, Client Intake, and Case Manager Intern:

(Center of Concern)

Location: 1665 Elk Boulevard, Des Plaines, IL 60016

Pay: Unpaid

Hours per Week & Shifts: Flexible, 3 – 30 hours per week during open office hours Monday – Thursday 9:00am – 4:30pm, Friday 9:00am – 12:00pm

Description: Volunteer interns will gain hands-on experience in a nonprofit social service setting by assisting with front desk reception, client intake, and case management support. Responsibilities include greeting visitors, answering phones, and helping connect individuals with needed services. Interns will also work alongside the agency's Older Adult Case Manager to support client assessments, regular check-ins, and referrals.

Requirements: Current student or recent graduate, interest in nonprofit social services and case management

Fields of Study: Social Services, nonprofit

Posted: 11/3/2025

Spring 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

Summer 2026 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

(NEW!) Registered Behavior Technician (RBT): (Instructional ABA Consultants)

Please see description under Education.

Theater

Fine, Performing, and Applied Arts

(New!) Studio Intern: Arts of Life

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