



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10918) Front Office Program – Lutsen, MN



Program Duration: 10 months (possible extension to 12)

Compensation: \$15.00 per hour

Housing: \$161.10 every 2 weeks

Number of Position Offered: 3

Host Company Description:

Located within the Superior National Forest, this ski resort offers family skiing, snowboarding, and sightseeing excursions. The surrounding lands offer opportunities for hiking, mountain biking, camping, fishing, and wildlife watching. If you're a nature-lover and looking to gain professional experience in a front office setting, this position is for you!

Position Description:

- Gain skills in all aspects of front office operations, reservation system, guest registration process
- Practice hotel and brand guest service standards
- Learn how to upsell guest rooms and promoting hotel services
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR be recent graduates who begin program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals with 5 or more years of professional experience in this field
- Applicants must speak **ADVANCED ENGLISH**, have a positive attitude and the ability to communicate with clients and hotel associates.

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title