



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(10994) Front Office Program – Indianapolis, IN**



**Hours:** 32-40 hours per week  
**Compensation:** \$15.00-\$17.00 per hour  
**Number of Position Offered:** 1  
**Housing:** 2-week temporary stay

#### **Host Company Description:**

Located just across the White River from the Indianapolis Zoo, this upscale hotel is close to the best of Indianapolis. Just a short walk to White River State Park, popular restaurants, and the Soldiers & Sailors Monument, visitors can enjoy a convenient stay with elegantly-designed rooms. The sophisticated on-site restaurant focuses on innovative cuisine and locally-sourced ingredients.

#### **Position Description:**

- Train with all aspects of front office operations, reservation system, guest registration process
- Learn 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 an **internship** program, you must be a **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Hospitality/Tourism Management** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Applicants with hotel management work experience preferred
- Fluent in English (reading, writing, and speaking skills)
- Must be friendly, outgoing, organized, self-reliant, efficient and have computer skills

#### **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