



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10921) Front Office Program – Boulder, CO



Program Duration: 12 months

Compensation: \$17-20.00 per hour

Housing: 2-week temporary stay

Number of Position Offered: 2

Host Company Description:

The host company is a 3-star hotel, located in Boulder, Colorado next to the beautiful Rocky Mountains. It is a well-known hotel chain around the world offering access to a variety of attractions to their guests. The hotel is in close proximity to hiking trails, waterfalls, and shopping destinations.

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 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
- Advanced English is required
- Ability to work as part of a team with strong communication 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