



Council for Educational Travel USA

Trainee/Internship Program Offer

(10928) Front Office Program – Morgantown, WV



Start Date: June–August 2024

Hours: 32–40 hours per week

Compensation: \$14.00 per hour

Number of Position Offered: 3

Housing: 2-week temporary stay

Host Company Description:

This name-brand hotel is located in Morgantown, West Virginia, which is nestled in a valley along the Monongahela River. This quaint town features breweries and nearby beautiful hiking trails. The host company is known for its service, flexible meeting spaces, and its beautiful wedding venue.

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