



Council for Educational Travel USA

## **Trainee/Internship Program Offer**

**(11098) Front Office Program – Austin, TX**



**Hours:** 32-40 hours per week

**Compensation:** \$15.00-\$17.00 per hour

**Number of Position Offered:** 2

**Housing:** 2-week temporary stay

### **Host Company Description:**

This host company is a stylish, modern hotel located in the vibrant heart of downtown Austin, Texas. The iconic 6<sup>th</sup> Street Entertainment District is just two blocks away, where participants can experience live music and nightlife. The Lady Bird Lake Hike & Bike Trail is nearby and is great for jogging, biking, or paddleboarding. Austin is known for its quirky style, unique cultural opportunities, and legendary barbecue!

### **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