



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 the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **Hospitality/Tourism Management** field acquired outside the United States OR 5+ years of experience in this 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