



Council for Educational Travel USA

Trainee/Internship Program Offer

(11092) Front Office Program – Falls Church, VA



Hours: 32-40 hours per week

Compensation: \$18.60 per hour

Number of Position Offered: 2

Housing: none

Host Company Description:

This 4-star property offers a serene, park-like setting with excellent access to top local destinations. Participants can explore the Mosaic District, a trendy shopping center with several dining options and the Angelika Film Center arthouse cinema. Falls Church is known for its historical parks, farms, theaters, and churches. Its close proximity to the nation's capital Washington, D.C. makes it easy to visit national museums and sporting events!

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