



Council for Educational Travel USA

## **Trainee/Internship Program Offer**

### **(11094) Hotel Operations Program – Indianapolis, IN**



**Program Duration:** 12 months

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

**Housing:** not provided

**Number of Position Offered:** 1

#### **Host Company Description:**

Participants will split their time between two hotels in Indianapolis. Both properties feature on-site dining, spacious work areas, and are ideal for visitors looking to explore the Indianapolis Zoo or catch a game at Lucas Oil Stadium. “Indy” is known for its sports teams, museums, and green spaces, and its downtown area is a mix of modern and historic architecture, offering shopping, dining, and entertainment options for all tastes.

#### **Position Description:**

- Gain skills in all aspects of front office operations, reservation system, guest registration process
- Practice hotel and brand guest service standards
- Learn Housekeeping Supervisor standards and practices
- Learn how to manage events and F&B operations
- 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