



Council for Educational Travel USA

## **Trainee/Internship Program Offer**

**(11062) Front Office Program – New Orleans, LA**



**Program Duration:** 12 months

**Compensation:** \$16.00 per hour

**Housing:** 30-day temporary stay

**Number of Position Offered:** 1

### **Host Company Description:**

The host company is a 4-star full-service hotel located in the Warehouse District, just a short walk from the convention center, French Quarter, the Mississippi River, and many local attractions. The French Quarter is famous for its colorful architecture, balconies, and live music venues. Participants can enjoy authentic Cajun cuisine, including beignets, gumbo, po'boys, and muffulettas! New Orleans is also home to a Museum of Art, Backstreet Cultural Museum, and the National WWII Museum, in addition to many historic parks.

### **Position Description:**

- Learn 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 the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR a be recent graduates who begin program within 12 months of the graduation date
- 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 or tourism management** field acquired outside the United States OR 5+ years of experience in this field.
- Applicants must speak **ADVANCED ENGLISH**, have a positive attitude and the ability to communicate with clients and hotel associates

### **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