



Council for Educational Travel USA

Trainee/Internship Program Offer

(11120) 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:

This modern hotel in Indianapolis features on-site dining, spacious work areas, and is 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 the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR 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.
- Advanced English is required
- Ability to work as part of a team with strong communication 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