



Council for Educational Travel USA

Trainee/Internship Program Offer

(10263) Human Resources Management – Estes Park, CO



Training Duration: 12 months

Compensation: \$16.16 per hour

Housing: \$340 biweekly (meals included)

Number of Positions Offered: 2

Host Company Description:

The host company is in close proximity Rocky Mountain National Park, it provides a wide range of services for family vacation and group lodging needs – besides numerous lodges and cabin accommodations, it has conference facilities which accommodate family reunions, group retreats, religious gatherings or corporate functions. There are a variety of on-site activities, from an adventure ropes course and zip line to volleyball, horseback riding or crafting.

Position Description:

- Learning all aspects of prospective applicant screening
- Assist in processing domestic and international employees
- Learn the process and procedure to ensure the integrity of payroll information and distribution to employees bi-weekly
- Learn the benefits including: retirement, health and dental, and insurance
- Train one on one with the HR Assistant Director on Workmen's Compensation, FMLA, COBRA, interviewing strategies

Applicant Qualifications:

- To apply for an **internship** program, you must be an undergraduate **Business Management / Human Resources** major studies student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Business Management / Human Resources** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related 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

