Council for Educational Travel USA

Trainee/Internship Program Offer

(11231) Front Office Program – St. Louis, MO





Program Duration: 12 months
Compensation: $15.00 per hour
Housing: details to be determined

Host Company Description:
The host company is a 4-star, upscale hotel in downtown St. Louis, in the historic Cupples Station district. It is popular because of its prime location near Busch Stadium (home of the St. Louis Cardinals) and within walking distance of the Gateway Arch and Ballpark Village. Participants can explore Forest Park, one of the largest urban parks in the U.S., visit the free St. Louis Zoo, walk along the riverfront, and many other cultural experiences!

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 the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR be recent graduates who begin the program within 12 months of their 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