Council for Educational Travel USA

Trainee/Internship Program Offer

(11234) Front Office Program – San Diego, CA





Program Duration: 12 months
Compensation: $20.00 per hour
Housing: details to be determined

Host Company Description:
The host company is an upscale oceanfront resort along the San Diego coast. It offers sweeping Pacific Ocean views and is close to major attractions like LEGOLAND and Carlsbad Premium Outlets. Participants can relax along the iconic California coast, visit the San Diego Zoo, and explore Balboa Park. California is also known for its recreation activities including snorkeling, tide pooling, kayaking, and diving!

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