



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10906) Front Office Program – Madison, WI



Program Duration: 12 months
Compensation: \$15.00 per hour
Housing: 30-day temporary stay
Number of Position Offered: 2

Host Company Description:

Located in Madison, WI, this hotel offers updated stays just outside of the city. Nearby, guests can visit Greenway Station, the University of Wisconsin-Madison, Capital Brewery, and more! Madison is also the capital city of Wisconsin, and provides lots to do, including museums, zoos, and parks, as well as dining at local restaurants and shopping. It is also known for being one of the best biking cities in the U.S.!

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 hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional 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