



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10946) Front Office Program – Minneapolis, MN



Program Duration: 12 months

Compensation: \$17.00 per hour

Housing: 2-to-3-week temporary stay upon arrival

Number of Position Offered: 2

Host Company Description:

This property is located near the University of Minnesota, in the heart of the action. Guests can experience sporting events, local history, and visit the Twin Cities. Amenities include a Topgolf Swing Suite, bike rentals for touring the city, as well as a fitness center, and on-site restaurant. Participants will have an excellent experience training in one of the largest cities in the Midwest.

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 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 with 5 or more years of professional 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