



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(11029) Front Office Program – Jekyll Island, GA



Hours: 32-40 hours per week

Compensation: \$15.00 per hour

Number of Position Offered: 1

Housing: \$650 per month (\$1,800 security deposit broken up throughout the program)

Host Company Description:

The host company is a 3-star resort located on the beautiful Jekyll Island, Georgia. The island is known for its rich history, natural beauty, and recreational opportunities like biking, hiking, and wildlife viewing. With its miles of beaches and marshlands, the island has a strong connection to conservation and education. Guests at the resort enjoy learning about the island's history and nature.

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 an **internship** program, you must be a **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Hospitality/Tourism Management** 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