

Property/Company Name: *(please include an official logo or company emblem if available):*

Position Title: _____

Posting Type: Internship Volunteer Need Job Posting **# Needed:** _____

Industry Affiliation: Lodging F&B Event Mgmt Affiliate: _____

Position Description:

Please note here:

- ✓ Department(s) the students will be expected to work in/with
- ✓ Specific skills the students will gain from the experience
- ✓ Expected hours of work (i.e. three days a week @ five hours per day)

Skills Required:

Examples might include:

- ✓ Minimum X year(s) front line hospitality experience
- ✓ Minimum two professional and one academic references
- ✓ Excellent written and oral communications skills
- ✓ Junior or Senior status (optional minimum X.XX GPA)
- ✓ *You may want to add specific computer skills (i.e. Proficient knowledge of Excel)
- ✓ *You may want to add specific courses being completed (i.e. Accounting & Finance or Service Operations Management or Hotel Management, etc.)

Dates of Opportunity:

- ✓ Full-time, part-time, seasonal, date of event, etc.
- ✓ Days, nights, weekends, etc.
- ✓ Anticipated #of Hours/Week
- ✓ Internships are generally based on Fall, Spring or Summer semester start times:
 - May-June is typical range for Summer
 - August-September is typical range for Fall
 - January-February is typical range for Spring

Compensation:

- ✓ No Compensation Offered
- ✓ Compensated, Hourly Rate:
- ✓ Compensated, Stipend/Bonus:
- ✓ Academic Credit (*For Credit-based Internships Only*) – ***our Internship Coordinator must verify that the experience offered is academically rigorous enough to qualify for credit***

Include any other potential perks or benefits that might apply...make sure you sell it!

Contact Info or Process for Applications/Interest Submissions:

Contact Person (please provide name, title, and/or phone if applicable) & Email Address

Link or Website (if applicable)

Please submit cover letter(s) and resume(s) to by XXX. XX, 2016

Interviews will take place during

Preferred Partner Postings will be accompanied by a unique indicator as recognition for their continued partnership

For more on how to be a Preferred Partner, click [here](#).



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