Internship Title: Hospitality 101 Intern

Internship Site: Westport Hospitality - Hotel Vermont, Courtyard Burlington Harbor, Marriott TownePlace Suites

Description: The Westport Hospitality internship program is designed to provide students with unique, hands on experience to three very different hospitality venues, Hotel Vermont, Courtyard Burlington Harbor and the Marriott TownePlace Suites. Each student will have a Westport Hospitality management team mentor who will be responsible for guiding the student through their internship process. The student will be provided opportunities to develop and practice their skills through hands on experiences. They will observe and participate in management meetings, operational reviews, team-building exercises, special projects, outside sales and marketing initiatives as well as the day to day operations of each hotel. At the beginning of the internship each student in conjunction with their Westport Hospitality mentor will establish specific goals for their experience. The student will formally meet with their mentor two times throughout the twelve week period to discuss their progress toward their goals and also to discuss if there are any additional skills that the student would like to spend more time learning before the end of their internship.

Desired qualifications/skills/coursework:

* Possess a genuine desire to be an open, honest and enthusiastic learner

* Possess strong interpersonal skills and is able to work independently

* Maintains a sense of professional appearance and demeanor

* Must be able to work nights, weekends and flexible shifts throughout the week

* Currently hold a minimum GPA of 2.8

* Rubenstei students currently in their sophomore and junior years are eligible to apply. Earning internship credit through the Rubenstein Internship Program is required.*

Supervision: The Westport Hospitality HR Manager will be assigned as the student’s immediate supervisor during their internship experience and meet with the intern on a weekly basis to review weekly schedule, discuss their progress toward their goals, challenges and additional learning opportunities. Supervisor, Intern & RSENR Internship Coordinator will meet at the beginning, middle and end of the internship.

Start and End Dates: Mid-May – Mid-August, 2017 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

Compensation: $12.50/hour. Earning internship credit through the Rubenstein School Internship Program required.
How to apply: Follow step by step application instructions which are available on the Rubenstein Perennial Internship Program website. This will include logging into the CEMS-RSENR Internship, Co-Op, Research System and submitting the following (as pdfs whenever possible) by midnight, Sunday, January 29th 2017:

a. Resume
b. Cover Letter - You should upload and submit unique cover letters for each position to which you're applying
c. Position Ranking - If you are applying for more than one Perennial Internship, please provide list of the positions in rank order.
d. Reference(s) – Provide name & contact information for at least one professional reference (this could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher, etc.)
e. Transcript – Login to your my uvm portal, click on the Registrar link, click Request Official Transcript by email, once received save it as a pdf and upload.
f. A recommendation form, completed by a faculty member or teaching assistant, will also need to be submitted on your behalf. Please send this link to the faculty member/teaching assistant when you ask if they are willing to complete the recommendation form for you. Your recommender will complete & submit this form online and then your recommendation will be confidentially uploaded to your application(s).