



Rubenstein School of Environment
and Natural Resources

Perennial Internship Program – Summer 2026

Internship Position Description

Internship Title: Hospitality 101

Internship Site: Westport Hospitality - Hotel Vermont and The Harborvale, a Marriott Autograph Collection

Description: The Westport Hospitality internship / work experience program is designed to provide students with unique, hands-on experience to two very different hospitality venues, Hotel Vermont and The Harborvale.

The program is a 40 hour a week commitment for 12 weeks. 20 hours per week for 12 weeks will be designed as a rotation through all departments, and 20 hours per week will be a regular schedule (at one of the front desks) as a front desk agent. The front office is the heart of a hotel. It's the first and last area guests see and interact with, and it's the department that has regular interaction with all departments throughout the hotel. We feel the combination of an internship and work experience provides a robust experience for students to learn about all parts of the hotel and restaurant industry.

Each student will have a Westport Hospitality management team mentor responsible for guiding them through their internship process. Each student will be provided opportunities to develop and practice their skills through hands-on experiences with rotations between the front desk, housekeeping, maintenance, events, sales/marketing and restaurants/banquets. They will also observe and participate in management meetings, special projects, and the daily operations of each hotel. At the internship's start, each student, with their Westport Hospitality mentor, will establish specific goals for their experience. The student will formally meet with their UVM mentor two times throughout the twelve-week period to discuss their progress toward their goals and 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:

- Currently enrolled as a full-time student in the Rubenstein School at UVM and is a Parks, Recreation & Tourism major with career aspiration to be in the hospitality industry
- Must be able to work nights, weekends, and flexible shifts throughout the week
- Must be able to work a 40-hour week

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

- Possess a genuine desire to be an open, honest, and enthusiastic learner
- Possess strong interpersonal skills and able to work independently
- Maintains a sense of professional appearance and demeanor

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 2026 (exact start/end dates are negotiable)

Total Hours: 40 hours/week for 12 weeks

Compensation: \$18.00/hour for 20 hours per week of rotating internship responsibilities.
\$18.00/hour for 20 hours per week of front desk responsibilities.

How to apply:

Rubenstein students who will have completed their sophomore or junior year by summer 2026 are eligible to apply. Students graduating in May 2026 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:
<https://uvm.joinhandshake.com/employers/226837>

If asked to log in: click "UVM Net ID Login" & login.

Click the Favorite button to enable easier searches in the future.

2. Click "View All Jobs" in Jobs at Rubenstein Perennial Internship Program box on the right side of page.

3. You should now see the Perennial Internship opportunities! Click "View Details" to learn more about each position.

- Please do take the time to carefully read each individual description so that you don't

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

miss a great opportunity by judging an internship solely on its title.

- You may apply for up to **three** Perennial Internships.
- All applications are due by **11:59pm, on Friday, February 7th, 2026.**

- Click on your name at top right of screen in Handshake
- Select Documents.

4. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
 - You should write and upload a unique cover letter for each position to which you are applying.
 - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

5. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing**. When you ask your recommender if they are willing to complete the form to support your application, please provide _____ your _____ recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete and submit this form online, and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th deadline.

6. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

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

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with the PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

7. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.

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