

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2024

Internship Title: Hospitality 101

Internship Site: Westport Hospitality - Hotel Vermont and Courtyard Burlington Harbor

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/Juniper Restaurant and Courtyard Burlington Harbor Hotel by Marriott/Bleu Northeast Kitchen.

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 areas 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 all facets of the hotel and restaurant industry.

Each student will have a Westport Hospitality management team mentor who will be responsible for guiding the student 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, 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:

*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

*Currently hold a minimum GPA of 2.8

*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

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 2024 (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 2024 are eligible to apply. Students graduating in May 2024 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 right side of page.

3. You should now see the great 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 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 Monday, February 5th, 2024.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

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

5. Please upload all documents as pdfs. The following are the required documents:

- Resume
- Cover Letter

i. You should write and upload a unique cover letter for each position to which you are applying.

ii. 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.

6. 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 & 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 5th, deadline.

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

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2024): rsenrsab@uvm.edu
- 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](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:
Meghan Young – Tuesdays, 10:00am-12:00pm, Aiken 219 Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub
Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. 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.