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

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, 2018 (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

*Rubenstein students who will have completed their sophomore or junior year by May 2018 are eligible to apply. Rubenstein students can apply for up to 3 Perennial Internships. Earning internship credit through the Rubenstein Internship Program will be required.*

How to apply

1. Click the following link to view the Rubenstein Perennial Internships in Handshake (https://uvm.joinhandshake.com/employers/226837)
1. Make sure that you’re using the UVM Net ID Login button.
   
b. If you have not logged into Handshake before, you will be prompted to complete your profile before viewing the Rubenstein Perennial Internships

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

3. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page

4. You should see 34 great internship opportunities! Click “View Details” to learn more about each position.
   
a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
   
b. You may apply for up to three Perennial Internships
   
c. All applications are due by midnight, Wednesday, January 31st, 2018

5. You’ll need to upload all required documents in Handshake in order to apply for any Perennial Internship:
   
a. Click on your name at top right of screen in Handshake
   
b. Select Documents

6. Please upload documents as pdfs whenever possible. The following are required documents:
   
   i. Resume
   
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying.
   
   iii. 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
   
   iv. Other Required Documents - Reference(s) & Position Ranking - in one document, please include & upload:
       
       1. 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,
       
       2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.

7. In addition to the documents you’ll submit, a recommendation form needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your recommender this link to the recommendation form when you ask if they are willing to complete the form to support your application.
   
a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you’re applying for. This recommendation form needs to be completed by the January 31st deadline.
   
b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).
8. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:
   
a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 219 and be sure check out their office hours.
   
b. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.
   
c. Visit the The Hub, 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

9. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.