

Job title and application settings

Assistant in hospitality and tourism program

Start date: 01st Oct 2018

End date: April 15, 2019

Application deadline: 15th Sep 2018

Country: Canada

Host organization Information

The host organization is a government-funded college, located in central Alberta. With a student population of approximately 1400, it offers a range of programming that includes 15-week certificate programs up to 4 year applied degrees. The College's International department is responsible for recruiting international students and supporting them during their stay, promoting education abroad program, supporting institutional risk management initiatives, participating in international development projects, and campus internationalization

Internship Details

- Administrative and hands-on assistance with hospitality and tourism program learning activities and events.
- Assistance with program field trips and off-campus activities, including liaising with external agencies and groups. This may occasionally include evenings and/or Saturdays.
- Conduct research for development of program competencies and resources, as requested by faculty.
- Support the promotion of the Hospitality and Tourism Management Program. This could include visiting schools, assisting with Open House and Program Preview Days, and other program promotion events

Supervision/ Monitoring

Dean and Chair, in collaboration with Hospitality and Tourism faculty members

Working hours per week

36.25

Remuneration

From \$13.60/hour

Required skills and qualification

Level of study / study cycle

Bachelor's or Master's

Field of Study:

Any field of study, but preferred fields include: - Hospitality and Tourism; - Business

Language proficiency

English - Intermediate to advanced level written and conversational

Required skills / Qualification

- Excellent written and verbal English skills
- Excellent communication skills
Strong work ethic and ability to work with little supervision, as part of a high-functioning team
- Proficient in Microsoft Office Applications
Familiarity with Google Suite

Additional Skills / Abilities

- Comfortable living and working in a small town in a rural area
- Excellent interpersonal skills
- Experience with travel, tourism, and hospitality industries an asset.

- Willing to complete industry certifications (ie: ProServe, ProTect, Emergency First Aid, Fire Extinguisher, Advanced Food Safety and Hygiene)
An international driver's license would be an asset

Exchange program framework:

Alberta-Saxony Internship exchange