Hunter Hotel Internship

We would prefer to hire a Junior or Senior student who has an events focus in the School of Hospitality, and has at least a 3.0 GPA. This intern would also need to have good typing skills, a decent knowledge of excel, someone who is a fast learner, and has great communication skills. He or she also needs to be a self-starter with great attention to detail and highly organized. Professionalism is also at the upmost importance.

We are very flexible and understanding of how busy a student’s school schedule can be, but are hoping to find someone who can work at least 20 hours a week. The pay will be hourly and discussed once we set up some interviews.

We are more flexible during the fall than the spring with hours. Fall – two days a week is fine. Spring needs to be three days or something similar.

Preferably we would like to hire someone who can start mid to late September and work until the beginning of April.

Job Tasks and Responsibilities:

- Keeps Inventory of all Conference Materials: Badges, ribbons, lanyards, notepads, ect.
- Oversees registration of attendees: Includes but not limited to altering badges (Titles, Names, ect.), refunds, cancellation and substations.
- Works with Conference Team (Sarah & Lee) and AV company on Conference Powerpoint’s and AV materials
- Compiles “Facebook” of speakers and their contact information.
- Work with Conference Staff (Sarah) on obtaining and organizing Speakers headshot and bios.
- Formats Speakers Bio for Flashdrive
- Obtain prizes and giveaways – then present with Lee during conference on Friday
- Assist in building and updating Mobile App
- Assist in updating the Conference website.
- Sit in all on Conference planning meeting with CCP event company
- Got to hotel walk-through and tastings.
- Program and Pocket-Schedule reviews

As you can see from the job tasks this opportunity has a lot to offer and is wonderful at getting your hands on every aspect of event/conference planning!

We have a team mentality here so they will work with Jillian and I (Sarah) on all tasks.