

ASiia Job Offer

Reference Number	
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Job title and application settings			
Job Title	Assistant in hospitality and tourism program		
Start Date	October 1, 2018	End Date	April 15, 2018
Application Deadline	September 15, 2018	Internship Duration	6-7 months
Hours Per Week	36.25	Flexible on Dates?	

Company Information			
About the Company	<p>Olds College is a government-funded agriculture-focused college, located in central Alberta. With a student population of approximately 1400, Olds College offers a range of programming that includes 15-week certificate programs up to 4 year applied degrees. Olds College International 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.</p>		
Contact Person	For further information please contact Daryna Dechyeva	Email	asiia@leo.tu-dresden.de

Internship Details	
Tasks	<ul style="list-style-type: none"> • 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, Agribusiness, Land, and Fashion, in collaboration with Hospitality and Tourism faculty members
Required Skills to Fulfill Tasks	<ul style="list-style-type: none"> • 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
Required Computer Skills	<ul style="list-style-type: none"> • Proficient in Microsoft Office Applications • Familiarity with Google Suite
Field of Study Required	Open to students from any field of study, but preferred fields include: <ul style="list-style-type: none"> - Hospitality and Tourism - Business

Level of Studies Accepted	Currently In	Already Completed	
	Bachelor's	x	Bachelor's x
	Master's	x	Master's x
	Ph.D.		Ph.D.
Language Level Required	English - Intermediate to advanced level written and conversational		
Other Skills or Qualifications	<ul style="list-style-type: none"> • 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: ProsServe, ProTect, Emergency First Aid, Fire Extinguisher, Advanced Food Safety and Hygiene) <p>An international driver's license would be an asset.</p>		

Remuneration	
Payment	From \$13.60/hour
Non-monetary Benefits	none