



The City University of New York
Federal Work Study X-SITE Job Description
Academic Year 2020-2021

Company Name	Telephone No.:
Detroit International House	313-213-6930
Company Address	Location Address:
1420 Washington Blvd, Detroit MI 48226	84 Carlton Ave, Jersey City, NJ 07306
Date Submitted	Location Supervisor:
September 21, 2020	Karen Cherven
Additional Location Supervisor's Name and Email	Location Supervisor Email
n/a	cherven.karen@gmail.com

****Submit separate forms for each job description**

Job Title: Hospitality Intern

Number of Positions Available: 5

Job Description: (Please attach job description if necessary):

Please see the attached internship description

Please indicate if any special skills are necessary for this position:

Outgoing personality with excellent time management skills, be computer savvy, flexible, dependable and trustworthy.

Hours of Work Available per week (no more than 25 hours per week):

10 hours per week

Work is available during the following days and hours:

Work days and hours are everyday and flexible

Print Supervisor Name
Karen Chevren

Supervisor Signature
Karen Chevren

Date
9/21/2020

Central Office Use Only
 CunyFirst Job Codes: 999 813
 CunyFirst Company/Vendor Codes: 0000000 639
Pay Rate: \$17.00

****All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.**

HOSPITALITY INTERNSHIP DESCRIPTION

- (1) Managing accommodations/volunteer program
- (2) developing tours, programs and events for program participants
- (3) greeting program participants and acclimating them to our programs
- 4) ESL activities: developing our ESL program, advising on English language activities and leading English conversation classes
- (5) managing and promoting community meals
- (6) managing/supervising/monitoring volunteer staff and residents

Qualifications

Outgoing personality with excellent time management skills, computer savvy, flexibility, dependable, trustworthy.