

**Sales, Marketing & Events Internship
at the Hyatt Place Iowa City Downtown / University**

Part-time: 12-20 hours per week (3-4 hour shifts)

Receive College Credit; Unpaid

12-week program – May 23-August 12

8-week program – June 6-July 29

Who: Students majoring in sport management/leisure studies, business administration/marketing, sales, hospitality or related field. All college levels are welcome to apply but juniors and seniors who need internship credit to graduate are strongly encouraged to apply.

Qualifications:

Positive attitude, curious and self-driven

Organized and detail oriented

Excellent customer service and communication skills (or willingness to learn to be excellent)

Team player who works well with others

Experience with Microsoft Word, Excel and Social Media (esp. Facebook and LinkedIn), a plus

Job Description:

- Assist Sales Department with:
 - Creating and scheduling social media Facebook and LinkedIn posts/social media calendar
 - Contracts, proposals, building blocks, rooming lists, room diagrams, menus and BEO's for groups and meetings
 - Hotel marketing and communication
 - Meeting & Event space set up and tear down
 - Data entry and reporting in hotel sales system
 - Professionally answering calls and emails
 - Hotel site tours
 - Attending local events with sales team
 - Sales blitzes
 - All other duties as assigned
- Organize and execute local events to be hosted at hotel; with guidance from leadership
- Develop a good understanding of operations of the hotel including food & beverage, front desk/guest services, housekeeping and maintenance.
- Convey information and ideas clearly and effectively to clients, guests and co-workers.
- Assist all hotel departments as needed
- Must complete employee safety training

Why the Hyatt Place: Learn about sales, marketing and meeting planning in a fun, challenging and supportive environment. Also learn about the hospitality industry and how to make quick

decisions while keeping a calm and positive attitude. Gain skills required in corporate settings no matter where your future takes you!

Hours: The internship is part-time 12-20 hours per week. Typical office house for intern will be Monday – Friday, 9AM-1PM or 11AM-3PM. However, office hours will vary based on meetings, events and groups in-house, including the possibility of early morning, nights and weekends.

Other Perks:

- Real world training across many job functions in a fun and social environment
- Opportunity to work with small and medium size events
- Have fun while building your resume in a diverse setting
- Access to hotel Fitness Center and Pool when not in use by guests
- Hyatt employee discount valid during employment

Deadline: May 1, 2022

How to apply:

Email a resume, cover letter and contact information for three references.

Submit To:

Crystal Hansel, Director of Sales
crystal.hansel@hyatt.com
319-569-2780 Ext. 5103