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| Reference Number |  |

***ASiiA Job Offer***

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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?**  |  |

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| Company Information |
| About the Company | 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. |
| Contact Person | For further information please contact Daryna Dechyeva | **Email** | asiia@leo.tu-dresden.de |

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| Internship Details |
| Tasks | * 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.
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| Supervision/ Monitoring | Dean and Chair, Agribusiness, Land, and Fashion, in collaboration with Hospitality and Tourism faculty members |
| Required Skills to Fulfil Tasks | * 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
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| Required Computer Skills | * Proficient in Microsoft Office Applications
* Familiarity with Google Suite
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| Field of Study Required | Open to students from any field of study, but preferred fields include: - Hospitality and Tourism- Business |
| Level of Studies Accepted | Currently In Already Completed Bachelor’s x Bachelor’s xMaster’s x Master’s xPh.D. Ph.D.  |
| Language Level Required | English - Intermediate to advanced level written and conversational |
| Other Skills or Qualifications | * 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)

An international driver’s license would be an asset. |

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