



JOB DESCRIPTION

Job Title	Intern (Fall Semester)	No. Available	2
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Level/Grade	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Intern	Hours <u>up to 20</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Part-time, paid internship with Hawaii’s leading hospitality consulting firm, specializing in strategic, financial, market and economic analysis for Hawaii’s visitor industry. General business hours are 8:00 am to 5:00 pm; internship work schedule will accommodate student’s class schedule. Internship course credits may be applicable. Must have professional appearance and maintain proper business etiquette.

Duties include, but are not limited to:

- Support of consulting activities of the firm
- Light research and assistance in market analysis, including Internet and periodical research
- Data entry for Hawaii Hotel Flash Report and other projects
- General administrative, including copying, scanning, and filing
- Delivery and pick-up of documents (within walking distance)
- Reception (answer telephones and greet guests)

EXPERIENCE REQUIREMENTS

- Proficiency with Microsoft Word and Excel. Experience with Microsoft Access or other database software preferred
- Photoshop experience preferred

EDUCATION REQUIREMENTS

- Currently enrolled and in good standing in a degree program at a university in Hawaii
- Students pursuing a degree in travel industry management (TIM) preferred
- Minimum GPA: 3.0 or higher

CONTACT INFORMATION

Please send resumes to dominik@hospitalityadvisors.com. No phone inquiries will be accepted.

ABOUT HOSPITALITY ADVISORS LLC

Hospitality Advisors LLC is Hawaii’s leading hospitality consulting firm, specializing in strategic, financial, market and economic analysis for Hawaii’s visitor industry. Hospitality Advisors LLC has built an impressive client list that includes some of the world’s largest hotel owners, investment funds, and management companies. Our service capabilities range from global tourism strategy studies to strategic consulting services related to property acquisition, repositioning, market analysis, litigation, and asset management.

Hospitality Advisors LLC maintains formal strategic alliances with **Smith Travel Research (“STR”)**, and publishes the monthly [Hawaii Hotel Flash Report](#), which is the State’s largest hotel survey and has been adopted by the State of Hawaii Department of Economic Development and Tourism as the official hotel statistics for Hawaii.

www.hospitalityadvisors.com

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