



## **MSCCN Job Shadow Program**

In February 2012 MSCCN will be kicking off its 'Job Shadow Program' with Drury Hotel. The purpose of the job shadow program is twofold:

- For our Military Spouses the goal is to give military spouses a preview of what it is like to work within the hotel industry in specific positions and to provide an introduction of these spouses to corporate supporters who are interested in hiring military spouses nationwide.
- For our corporate partners offering the positions, the goal is to provide access to qualified job seekers who are interested in working within this industry, prep these job seekers for what it is like to work these positions and to build a future workforce for the participating corporation through the shadow program where future applicants have working knowledge of the processes and procedures of working within these positions and are ready to work from day one.

The first position to be shadowed will be the Assistant General Manager. There will be two job shadow positions available during this first round. Interested participants should have the following qualifications:

- ☑ A minimum of 1 year of management experience
- ☑ Bachelor's Degree in Business or related field of study or a mix of education and experience in the hotel industry (to include experience in military BOQ's)

The following are functions looked for when applying for positions in the hotel industry:

- ☑ Knowledge of check-in and check-out policies and procedures
- ☑ Familiarity with guest scenarios
- ☑ Familiarity with technical equipment related to the front desk
- ☑ Familiarity with hotel facilities and knowledge of hotel internal operations
- ☑ Knowledge of inter-relationships between the different departments in a hotel

As a candidate in the Job Shadow Program with Drury Hotel you will gain the knowledge and familiarity described above which, with your management experience, makes you eligible for positions in the hotel industry.

To apply for participation in the program please send an email accompanied by your resume to Stacy Bayton, Executive Director for MSCCN and Program Lead for the MSCCN – Drury Hotel Job Shadow Program. The program is a two day job shadow with certificate; the first day is February 8th, 2012 and the second day is February 10th, 2012.

Email all questions or resumes to Stacy Bayton at [s\\_bayton@msccn.org](mailto:s_bayton@msccn.org)