

Travel Operations & Administration Intern

Navigator Luxury Travel

15 hours per week | Semester internship

Fall: approximately mid-August–mid-December

Spring: approximately mid-January–mid-May

Opportunity Overview

Navigator Luxury Travel is seeking a Travel Operations & Administration Intern interested in learning how a professional travel business operates behind the scenes.

The internship combines business administration with practical exposure to destinations, hotels, cruise lines, travel suppliers, itinerary development and group travel.

What the Intern Will Do

The intern will assist with travel and destination research, hotel and cruise research, supplier comparisons, group-travel administration, database and file maintenance, deadline tracking, preparation of travel materials, contact research and support for active hosted-travel programs.

Students will also receive exposure to travel-industry education and supplier training and learn the differences among individual travel, group travel, cruises, escorted programs and hosted travel.

As their knowledge develops, interns may work on destination briefs, hotel comparisons, itinerary-development exercises and defined components of actual group-travel programs under supervision.

What Makes This Internship Different

The goal is not to have a student spend a semester filing paperwork. Administrative responsibilities provide the foundation, but the student should progressively learn **how professional travel is researched, constructed, organized and delivered.**

Ideal Student

Hospitality and tourism management, business administration, international business, communications or related majors. Strong research skills, attention to detail and a genuine interest in travel and hospitality are important.

Professional Development: Interns will work in a professional environment with defined responsibilities, learning objectives and direct supervision. The program is designed to provide résumé-ready experience and practical skills that complement classroom learning.

Academic internship credit may be accommodated in coordination with the student's school when applicable.

For more information Please reach out to Traci at tolson@dreamvacations.com