

Educational Internship Program

Academic Travel Abroad, Inc.

Location: 1920 N Street, NW, Suite 200, Washington, DC 20036
Contact: R. Rome, HR Manager (rrome@academic-travel.com)
Website: www.academic-travel.com

Our Company

Academic Travel Abroad, Inc. was founded in 1950 to assist colleges, universities, museums and other cultural institutions and professional organizations create and operate educational group travel programs for their memberships and patrons. Today ATA, a leader in cultural and educational group travel, operates unique tours throughout the world with great expertise in Europe, Russia and Asia. ATA has a staff involved in all phases of travel: marketing, tour design, operations, and reservations. ATA is also the parent company of CET Academic Program (www.cetacademicprograms.com). CET is well known for its innovations in the field of study abroad.

Description of Educational Internship Program

ATA believes strongly in providing interns with structured responsibilities, clear direction, hands-on training, and useful evaluation. We offer interns first-hand knowledge and a solid understanding of the international tour business through exposure to all areas of the company, including marketing, programming, operations, and customer service.

Areas of Learning

- **Business Development**

ATA actively communicates with our current clients and with potential leads and prospects. Tasks might include accompanying a staff member on a client call, joining a phone briefing, or handling follow up correspondence.

- **Program Design**

ATA has a dynamic creative team that produces innovative tour ideas that are tailored to each of our client's needs and specification. The intern will interact with the Programming team and will assist in research and writing projects.

- **Creative Services**

Our creative team handles several hundred mail projects each year, and maintains our websites and photo banks. The intern will be able to see how our sales materials are designed, edited, produced, and analyzed and can contribute to a growing online photo bank, help ATA build its online community and maximize its effectiveness with new technology.

- **Operations**

Our intern will gain valuable customer service training by learning about our back office systems that enhance our ability to communicate with customers.

Requirements

Educational internships at ATA are voluntary; therefore, they may only be offered to students who are seeking college credit or to individuals who can demonstrate that they will be volunteering solely for the purposes of learning and developing their own skills.