

Gábor Bódis

1. Tourism Services and Destination Management

Acceptable positions:

- Tourism Administration Officer;
- Tourism Officer;
- Tourism Assistant;
- Visitor Centre Staff Member;
- Tourinform Staff Member;
- Destination Management Organisation (DMO) Staff Member;
- Tourism Project Assistant;
- Tourism Product Development Specialist;
- Destination Marketing Specialist.

Typical activities:

- providing tourism information;
- informing visitors;
- programme organisation;
- attraction management;
- tourism product development;
- tourism data collection and analysis;
- event coordination;
- supporting marketing campaigns.

2. Hospitality and Accommodation Services

Acceptable positions:

- Front Office Staff Member;
- Receptionist;
- Guest Relations Officer;
- Reservations Agent
- Revenue Assistant;
- Sales Assistant;
- Event Coordinator;
- Concierge;
- Housekeeping Coordinator;
- Hotel Administrator.

Typical activities:

- guest relationship management;
- reservation management;
- supporting hotel sales;
- supporting revenue management;
- complaint handling;
- organising hotel events;

- using CRM systems;
- coordinating operational processes.

3. Food Service and Gastronomy

Acceptable positions:

- Assistant Restaurant Supervisor;
- Assistant Restaurant Manager;
- Hospitality Venue Coordinator;
- Catering Coordinator;
- Banquet Coordinator;
- Events Catering Staff Member;
- Food & Beverage Assistant;
- Assistant Café or Bistro Manager.

Typical activities:

- organising guest service;
- shift coordination;
- supporting procurement processes;
- inventory management;
- event implementation;
- handling guest satisfaction feedback;
- supporting sales and marketing activities.

4. Travel Organisation and Travel Agency Services

Acceptable positions:

- Travel Consultant;
- Travel Agency Staff Member;
- Product Assistant;

- Incoming or Outgoing Travel Coordinator;
- Programme Coordinator;
- Group Tour Coordinator;
- MICE Assistant.

Typical activities:

- assembling travel packages;
- preparing quotations;
- managing partner relationships;
- using reservation systems;
- customer communication;
- programme organisation;
- organising conferences and business events.

5. Event Management

Acceptable positions:

- Event Management Assistant;
- Event Coordinator;
- Conference Organisation Staff Member;
- Cultural Programme Coordinator;
- Festival Organisation Staff Member;
- Sports Event Coordinator.

Typical activities:

- event planning;
- liaising with service providers;
- on-site coordination;
- registration management;
- marketing and communication tasks;
- supporting budget planning.

6. Tourism Marketing and Communication

Acceptable positions:

- Marketing Assistant;
- Social Media Coordinator;
- Communications Specialist;
- Online Marketing Assistant;
- Tourism Content Creator;

- PR Assistant.

Typical activities:

- social media management;
- content development;
- campaign organisation;
- newsletter production;
- market research;
- visitor and consumer analysis;
- tourism communication.

7. Cultural and Heritage Tourism Institutions

Acceptable positions:

- Museum Coordinator;
- Visitor Management Specialist;
- Cultural Programme Coordinator;
- Heritage Tourism Project Assistant;
- Exhibition Organisation Assistant.

Typical activities:

- operating visitor services;
- programme organisation;
- supporting guided tours;
- marketing and communication;
- coordinating cultural projects.

8. Public Sector and Development Organisations

Acceptable positions:

- Tourism Officer at a local government;
- Development Agency Staff Member;
- Project Assistant;
- Regional Development Assistant;
- EU Project Staff Member.

Typical activities:

- preparing tourism development initiatives;
- supporting project management;
- data collection and analysis;
- stakeholder consultations;
- grant administration.

9. Air Transport, Transport, and Mobility Services**Acceptable positions:**

- Airport Administration Officer;
- Passenger Services Staff Member;
- Customer Service Agent;
- Travel Coordinator;
- Tourism Mobility Services Staff Member.

Typical activities:

- passenger handling;
- providing information;
- reservation management;
- customer relations;
- selling tourism services.

10. Innovation, Digitalisation, and Smart Tourism**Acceptable positions:**

- Tourism Data Administrator;
- CRM Assistant;
- Digital Tourism Assistant
- Smart Tourism Project Assistant;
- Tourism Research Assistant.

Typical activities:

- data processing;
- analysing tourism statistics;
- managing digital platforms;
- improving visitor experience;
- supporting smart tourism projects.

PRINCIPLE OF ACCEPTABILITY

A professional internship is considered appropriate if the student's work is connected to several of the following competences:

- guest relationship management;
- provision of tourism or hospitality services;
- sales and marketing;
- event management;
- Project Management
- tourism or business administration;
- use of digital systems;
- data collection and analysis;
- communication and customer relations;
- destination or service development;
- sustainability and quality management.

ACTIVITIES THAT ARE NOT ACCEPTABLE OR ARE ACCEPTABLE ONLY EXCEPTIONALLY

- exclusively physical support work;
- exclusively shelf-stocking;
- exclusively cleaning tasks;
- exclusively warehouse work;
- exclusively cashier duties without professional responsibility;

positions unrelated to tourism, hospitality, event management, service management, or customer relations.