



## 2019 IOWA STATE FAIR SUMMER HUMAN RESOURCES/ADMISSIONS INTERNSHIP

### **Overview**

The Iowa State Fair is currently seeking an intern for real-world experience in Human Resources. This role will assist with HR related responsibilities for the Admissions Department including all aspects of employee hiring, orientation prep and employee management during the Fair. This work experience will grow your resume for potential employers, plus, you will be assisting with the hiring of the Admissions Department for the Iowa State Fair, Iowa's largest single event!

### **Responsibilities**

Prior to the Fair this role will primarily assist with recruiting, reviewing applications, scheduling interviews, conducting interviews, reference checks and employee paperwork. This position will also assist with preparing orientation materials and gate setup of equipment. During the Fair this position will assist primarily with employee oversight. This role will be responsible for updating an end of Fair survey and assisting in the administration of the survey. Other responsibilities include filling credential requests and other duties as assigned.

### **Qualifications**

Applicants must be available for the summer months of May, June, July and August. Applicants must also demonstrate good verbal and written communication skills, working knowledge of Microsoft Suite, specifically Word, PowerPoint, and Excel. Candidates should be resourceful, flexible, energetic, detail-oriented, and have the ability to be self-motivated.

This position is a 40 hour per week, paid position beginning mid to end of May working through the end of the Fair in August. Standard office hours are Monday – Friday from 8 a.m. to 4:30 p.m., with extended hours in August through the Fair (August 8-18) including some required nights and weekends.

Ideal candidates will be pursuing a Human Resources related degree and are currently completing or have completed their second year of college.

### **To Apply**

Mail or email your resume, cover letter to:  
Shelbie Hill, Admissions and Ticketing Coordinator  
Iowa State Fair  
PO Box 57130  
Des Moines, IA 50317-0003  
[shill@iowastatefair.org](mailto:shill@iowastatefair.org)

*All applications must be received by Monday, February 25, 2019 to be considered.*