



Employment Services - Applicant Screener

(Seasonal, Non-Exempt)

Overview

Come be a part of the Minnesota State Fair Employment Center team! Meet with applicants of diverse backgrounds and determine where their skills are best applied to a variety of Minnesota State Fair and vendor employment opportunities.

Essential Functions

- Meet one-on-one with fair-time applicants and refer qualified candidates to interviews.
- Assess each candidate to ensure they fit specific job requirements and values of the Minnesota State Fair.
- Track and maintain detailed records of applicant interactions.
- Match applicants with opportunities that fit their interests, availability, and experience.
- Schedule applicant interviews with Minnesota State Fair and vendor supervisors.
- Present yourself in a professional manner to ensure all applicants have a positive experience in the Minnesota State Fair Employment Center.
- Assist with tasks assigned by either the immediate supervisor or general manager as needed.

Required Qualifications

- Exceptional customer service.
- Communication and organizational skills.
- Attention to detail and accuracy.
- Ability to handle conflict.
- Confidentiality.
- Ability to multitask.
- Problem solving skills.
- Time management skills.
- Basic computer skills.
- Working knowledge of basic office equipment.
- Available to work June – end of August with limited days off.
- Willing to work outside of public office hours and extended hours during peak times are required.

Preferred Qualifications

- Human Resources Major/Minor.
- Previous office experience.
- Previous experience using FileMaker Pro or other applicant tracking systems.

Apply today!

Submit resume and cover letter to employment@mnstatefair.org

Include "Employment Services - Applicant Screener" in email subject line.