



Employment Services Assistant

(Seasonal, Non-Exempt)

Overview

Come be a part of the Minnesota State Fair Employment team! The Employment Assistant has a variety of responsibilities throughout the hiring process to help ensure a positive and productive experience for each of the nearly 3,000 fair-time employees that the fair hires annually.

Essential Functions

- Meet one-on-one with fair-time applicants and refer qualified candidates to interviews.
- Track and maintain detailed records of applicant interactions.
- Match applicants with opportunities that fit their interests, availability, and experience.
- Assess each candidate to ensure they fit specific job requirements and values of the Minnesota State Fair.
- Schedule applicant interviews with Minnesota State Fair and vendor supervisors.
- Assist employees with payroll paperwork, including the I-9 and W-4 tax forms.
- Take identification badge photos when needed.
- Distribute staff packet and staff shirts to employees.
- Present yourself in a professional manner to ensure all applicants have a positive experience in the Minnesota State Fair Employment Center.
- Work with a variety of Minnesota State Fair employees of varied backgrounds.
- Ability to stay calm and handle conflict.
- Provide impeccable customer service to all employees.
- Assist with tasks assigned by either the immediate supervisor or general manager as needed.

Required Qualifications

- Exceptional customer service.
- Detail oriented.
- Ability to work independently.
- Proactive and motivated.
- Communication and organizational skills.
- Attention to detail and accuracy.
- 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

- Office experience.
- Data entry 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 – Assistant" in email subject line.