



Employment Services - ID Room Assistant

(Seasonal, Non-Exempt)

Overview

Come be a part of the Minnesota State Fair Employment team! Interact directly with Minnesota State Fair employees and assist them in completing their new hire paperwork. This position will be working with nearly 3,000 employees over the course of the summer.

Essential Functions

- Assist employees with payroll paperwork, including the I-9 and W-4 tax forms.
- Work with a variety of Minnesota State Fair employees of varied backgrounds.
- Provide impeccable customer service to all employees.
- Take identification badge photos when needed.
- Distribute staff packet and staff shirts to employees.
- Ability to stay calm and handle conflict.
- 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

- Human Resources major.
- Office experience.
- Data entry experience.

Apply today!

Submit resume and cover letter to employment@mnstatefair.org
Include "Employment Services – ID Room Assistant" in email subject line.