



## 2023 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 mid-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-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 10-20) 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:

Colton Lullmann

Iowa State Fair

PO Box 57130

Des Moines, IA 50317-0003

[clullmann@iowastatefair.org](mailto:clullmann@iowastatefair.org)

*All applications must be received by Friday, January 6, 2023 to be considered.*