



# INDIANA STATE FAIR

## **Title: Human Resources Intern**

**Internship Dates:** Late May/early June through August; start and finish dates are negotiable.

### ***Paid Internship***

**General Description:** The Human Resources Intern reports to the Associate Director of Human Resources. This position is responsible for coordinating and performing all activities and tasks of the Indiana State Fair Employment Office. The Employment Office hires and processes approximately 900 seasonal employees who will work the annual Indiana State Fair.

### **Responsibilities:**

1. Distribute and collect applications for various departments for the Fair.
2. Assist with the planning and execution of employee recruitment.
3. Assist with scheduling and executing applicant interviews.
4. Conduct background checks on applicants.
5. Assist with seasonal employee payroll processing.
6. Assist in planning and executing employee orientation.
7. Coordinate the issuance of employee and non-employee identification badges.
8. Perform office duties such as answering telephones and maintaining files.

Through early July, this position will work up to 40 hours per week. Thereafter, the incumbent must be available to work 10 or more hours per day including some mandatory weekends. Candidates should have strong attention to detail, excellent time management and organizational skills, and great customer service and communication skills. An interest in a career in Human Resources is preferred but not mandatory.

This position offers hands-on experience in a fast-paced environment, ideal for those looking to gain practical HR knowledge and skills.