



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Human Resources Manager

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. The salary range for this position is commensurate with education and job experience. The starting salary for this position is in the \$50,000 range. Thank you for your interest.

Position Summary

The purpose of this position is to provide assistance to ISFC staff in all areas of human resources including but not limited to payroll administration, employee and guest relations and management of the Employment Office in support of the annual Indiana State Fair.

Essential Functions and Responsibilities

1. Administer time reporting and other payroll submission functions utilizing a web-based payroll platform. Duties include but are not limited to entering new employee data, reporting hours worked, recording and verifying paid time off and entering and tracking payroll deductions.
2. Maintain accurate employee records including official personnel files, job descriptions and benefits enrollment forms. Provide accurate employee data to requesting parties.
3. Manage the Employment Office during the summer leading up to the annual State Fair, including all administrative and recruiting duties associated with filling approximately 800 seasonal positions.
4. Recruit and coordinate the utilization of fundraising groups to perform various functions during the Indiana State Fair and year-round.
5. Assist with the recruitment of staff for year-round position vacancies and maintain accurate records of the recruitment process.
6. Assist with all components of Human Resources management including employee benefits administration, employee relations, organizational development and communication of processes and procedures.
7. Assist with the implementation of the ISFC's diversity, equity and inclusion (DEI) initiatives.
8. Implement and continuously improve training and development tools and programs to address gaps in skills and to help promote the ISFC's guest services framework, 'Everyone. Every Day.'

Skill Requirements

1. **Excellent project management skills:** Able to develop plans that are effective in attaining established goals; garners resources and defines processes to complete a project; manages progress and implements mid-stream changes as needed.

2. **Excellent interpersonal communication skills:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” on a professional level with others in a variety of circumstances so that others are comfortable.
3. **Effective learner:** Able to assimilate information and can appreciate more complex information processing; strong capacity to adapt quickly in a learning situation; strong information gathering ability.
4. **Strong planning skills:** Able to manage multiple projects simultaneously; determine project urgency in a meaningful and practical way; use goals to guide actions; organize and schedule people and tasks.
5. **High energy level:** Respond well to demands on time and generally works at a brisk pace while not compromising accuracy or quality of work; good time utilization and a capacity for a fast-paced environment.
6. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
7. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.

Educational/Experience Requirements

- Bachelor’s degree preferred in the areas of human resources, business administration or a related field.
- 3-5 years of experience preferred in human resources management.
- Strong technology skills and ability to learn new programs. Experience utilizing an online payroll platform is preferred.
- Ability to train employees across multiple leadership levels and departments.

Job Complexity

This position requires substantial judgment and analytic ability requiring complex calculations, organizing information for reports and solving problems.

Supervisory Responsibilities

Position has supervisory responsibility over two to three interns in the Employment Office during the summer.

Supervision Received

This position will receive moderate supervision from the Director of Human Resources. Objectives and goals are established in advance, but little in the way of a course of action is generally specified or recommended.

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