



**NEBRASKA STATE FAIR
POSITION DESCRIPTION
Seasonal HR Specialist
As of March 2026**

OVERVIEW

This seasonal position reports to the Business Administrator and provides comprehensive administrative support to the Nebraska State Fair during its busiest time of year. The ideal candidate is detail-oriented, highly organized, team-oriented, and committed to maintaining strict confidentiality. This role offers a valuable opportunity to gain hands-on experience in HR and administrative operations while contributing to the successful execution of the State Fair.

Location: Grand Island, NE

Pay Rate: \$15 - \$17/hour with Employee Perks

Position Type: Seasonal/Temporary (May through September)

Responsibilities are as follows:

A. Human Resources

- Maintain accurate and updated employee personnel records
- Process seasonal employee paperwork and record new hire information
- Upload and manage employee records within the organization's systems
- Respond to employee inquiries and communicate effectively within internal departments

B. Accounts Payable

- Accurately input invoices
- Prepare and mail payments
- Prepare and complete organization bank deposits
- Track and process credit card statements for payment

C. Payroll

- Compile and submit payroll hours and related information to payroll processors
- Distribute employee paychecks in a timely manner

D. Board Relations

- Post official meeting notices in compliance with requirements
- Distribute materials and agenda items to board members for upcoming meetings
- Reserve hotel accommodations for board members as needed

- Compose detailed meeting minutes and publish them in a timely manner
- Respond to board member inquiries and provide assistance as needed

Qualifications

- High School Diploma
- Background in administrative work required; experience in Human Resources preferred
- Strong organizational and time management skills with high attention to detail
- Excellent written and verbal communication skills
- Ability to work collaboratively within a team environment
- Demonstrate commitment to information security and confidentiality
- Proficiency in Microsoft Office and general office systems
- Must be eligible to work in the United States

INDEPENDENCE OF ACTION

This position works within established Nebraska State Fair guidelines and policies. This position operates independently and must organize and prioritize projects to meet deadlines.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in a fast-paced environment. Physical requirements include the ability to sit, reach, bend, manipulate folders or papers, lift items and operate office equipment in the performance of duties.

Those interested can submit a resume, cover letter, and references to the Nebraska State Fair Business Administrator via email.

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