

OHIO STATE FAIR ENTRY DEPARTMENT CLERK: Opportunity to work (intern) at the Ohio State Fair in the Entry Department. Responsibilities include data input, office skills (cold calls, office equipment), application of animal species knowledge and time management. Knowledge of livestock is beneficial and the ability to work with Microsoft programs is important. Candidates should be self-motivated and have organizational skills. A typical day in the office includes inputting of entries for various departments (arts-livestock), clarifying entry data and proofing/editing entry work.

During the State Fair daily tasks include entering/proofing show results and payrolls, updating entries and creating Fair cattle show programs.

Time frame of employment is middle of June to early August. Any questions contact Barb Prince at 614-644-4052 or b.prince@expo.ohio.gov

Overall Skills Developed: Data entry, office work, organization and cold calls.

The Ohio State Fair is an equal opportunity employer and service provider.