

**Human Resources Assistant
Part-time, Seasonal**

Do you love people? Are you detail-oriented? Are you computer savvy? Are you looking for work/life balance? If you say 'yes' to these questions, you may be the person for the job.

The Buffalo Bill Center of the West is actively looking for an individual to work in the Human Resources Department from April to September on a part-time basis. This position is a lot of fun for the person who likes to be the "face of the Center" to our new employees. Responsibilities include data entry, new hire orientations, ordering supplies, tracking volunteer hours, answering employee questions, and various other duties.

Position pays \$12.50/hour. Applications may be picked up and returned at the front security desk or may be [completed online](#). Please include a cover letter and resume.