



Menominee Casino Resort

Posting

Position: Human Resource Recruitment Specialist

Job Status: Full Time

Minimum Age: 21

Wage: \$Negotiable based on education/experience

Date Posted: 1/13/2026 8:00:00 AM

Date Closed: 1/20/2026 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible to manage recruitment and job placement activities of the organization by performing the following duties personally or in conjunction with other HR Staff Members in accordance with Human Resource Department Operations Manual and MCR Policies and Procedures.

DUTIES AND RESPONSIBILITIES

The Human Resource Recruitment Specialist will be responsible for implementing the hiring and recruitment practices for the Menominee Casino Resort & Thunderbird Complex. The candidate will actively be involved in all phases of the hiring process and be accountable for the implementation and documentation of each phase. In addition, the candidate shall serve as a resource regarding issues pertaining to hiring procedures and recruitment.

- Implements and evaluates the organization's policies and procedures regarding recruitment, selection, job placement, and limited and specific pre-employment testing.
- Plans and directs activities of staff in carrying out such functions as developing sources of qualified applicants, conducting screening, interviews, administering tests, checking references and background, evaluating applicant qualifications, job posting, and orientation of newly hired Employees and update as necessary.
- Acts as a back-up for the HR Clerk.
- Responsible to track and monitor the ACE Employee Incentive Program and 4 Week Follow-Up Program.
- Responsible to implement Menominee Chapter 170 and legislation concerning equal employment practices, to identify and determine causes of problems of inefficiencies in the employment function.
- Make recommendations to management for improvement of organization's employment policies, procedures, and practices.
- Responsible for continuous update to department heads of vacant positions and positions on hold status.
- Ensures compliance with all applicable local, state, and federal employment related laws, statutes, and regulations.
- Shall be responsible to participate in recruiting events and job fairs.
- Responsible for maintaining all Human Resource Department files which includes scanning files.
- Coordinate with Menominee Tribal Court regarding background checks.
- Responsible for maintaining a consistent, regular attendance record.
- Must comply with background check and maintain a valid gaming license approved by the Gaming Commission.
- Shall be responsible to learn all facets of UKG for the Human Resource System.



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- Responsible for assisting Employees in resolving work related and/or personnel problems by communicating with appropriate members of management and utilizing outside support groups.
- Advises management of problems and concerns of Employees and provides recommendations in solving issues.
- Responsible for assisting with drug testing program - support counseling and referrals to local providers.
- Responsible to complete Gaming Commission Employment Verification Forms as necessary and assist with Unemployment requests.
- Shall assist with other duties as assigned by Human Resource Director.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preference given to qualified Menominee or other Native American applicants.

EDUCATION and/or EXPERIENCE:

Minimum:

- High School Diploma, GED or its equivalent and a minimum of five years' experience working in a Human Resource Department or business environment working with management and employees.
- Shall have excellent computer skills and must be familiar with Word and Excel (Microsoft products).

Preference:

- Associate degree in human resources or related field **and** 3 years of experience in Human Resources Department
- Preference is given to applicants familiar with UKG HR tracking software system.
- The candidate must be of good integrity and demonstrate a strong capacity for maintaining confidentiality.

SPECIAL QUALIFICATIONS

- Must be twenty-one (21) years of age, dependable, responsible, and reliable.
- Must be able to function well in a teamwork environment.
- A pleasant working personality, good interpersonal relationship skills and communication skills necessary.
- Must practice fair and sound business skills in the areas of hiring, recruiting and EAP.
- Must comply with licensing requirements and maintain a valid gaming license.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have an unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.
- "In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."
- Hiring in Gaming Position is contingent upon criminal background check.

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LANGUAGE SKILLS

Ability to read and interpret the organizations policies and procedure manuals, memos, etc. The ability to draft routine reports and correspondence is essential. Ability to speak effectively to communicate information to the employees regarding the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the Employees are regularly required to sit and talk or hear. The Employee frequently is required to walk and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to stand and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Revised 1/12/26 jwe