

POSITION ANNOUNCEMENT

SUMMER APPRENTICESHIP TRAINEE

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education (ACHE) is now accepting applications for Summer Apprenticeship Trainee positions.

POSITION OVERVIEW

This temporary summer opportunity is designed for high school juniors/seniors and college students who are in good academic standing and interested in gaining valuable workplace experience within Alabama state government. Participants will develop professional skills while supporting daily operations at ACHE. **Resumes are not required.**

MINIMUM QUALIFICATIONS

- Must be at least a high school junior or currently enrolled in college
- Must be in good academic standing

EXAMINATION

- No examination is required

DUTIES AND RESPONSIBILITIES: Selected trainees may assist with:

- Filing and organizing information
- Faxing and photocopying documents
- Answering telephone calls
- Performing data entry
- Interacting with staff and the public
- Scanning and shredding documents
- Maintaining and organizing office inventory and supplies

HOW TO APPLY

- Complete the application available on ACHE's website: [ACHE-Application.pdf](#)
- Submit completed applications via email to: Jacinta.Whitehurst@ache.edu

APPLICATION DEADLINE

- May 22, 2026

EMPLOYMENT DATES & HOURS

- Employment Dates: June 2, 2026 – August 7, 2026
- Work Schedule: 30–40 hours per week
- A limited number of positions are available

SALARY: Starting pay is \$12.00 per hour and up, based on experience.

For additional information about ACHE, visit: www.ache.edu