

POSITION ANNOUNCEMENT

SUMMER APPRENTICESHIP

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for Summer Trainees.

JOB INFORMATION:

This is work of an introductory and training nature for high school students in order to develop work skills associated with state related occupations. This is a temporary job in the State service with the Alabama Commission on Higher Education. No resumes are required.

MINIMUM REQUIREMENT:

- Enrollment in high school as a junior or senior with good standing.

EXAMINATION

- No examination is required.

NATURE OF WORK:

- File information
- Fax information
- Make photocopies
- Answer the telephone
- Perform data entry
- Interact with staff and the public
- Scan documents

HOW TO APPLY

- Complete an application found on ACHE's website at www.ache.edu
- Applications may be mailed to the attention of Jacinta Whitehurst, P. O. Box 302000 Montgomery, Alabama 36130-2000
- Emailed to Jacinta.whitehurst@ache.edu

APPLICATION DEADLINE: Positions opened until June 9, 2023.

SALARY: \$11.00 an hour

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

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER