

## Arizona Commission for Postsecondary Education (ACPE) Internship

19 hours a week | \$14-\$16 per hour

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### Arizona Family College Savings (529) Program (AFCSP) Outreach Representative-Student Intern

**About the ACPE:** The Arizona Commission for Postsecondary Education (ACPE) is a state agency dedicated to expanding access and increasing success in postsecondary education for Arizonans. Important ACPE programs include the Arizona Family College Savings (529) Program (AFCSP) and the College & Career Goal Arizona programs (College Application Campaign, College Goal FAFSA and FAFSA Finish Line).

**About the Arizona Family College Savings Program:** The Arizona Family College Savings Program is a state sponsored 529 plan holding a \$1.3B in assets under management. The 529 Plan is designed to provide a parent, grandparent or future student an opportunity to save for educational expenses in a tax-deferred manner. The State of Arizona also provides an annual Arizona state income tax deduction for 529 plan contributions of up to \$2,000 for individual tax filers and up to \$4,000 for married couples filing jointly.

**Student Intern Objective:** Coordinate program preparation and representation at Arizona Family College Savings (529) Program (AFCSP) events and College and Career Goal Arizona (C<sup>2</sup>GA) events (College Application Campaign, College Goal FAFSA, and High School FAFSA nights).

#### **Desired Skills and Qualifications**

- Time management skills
- Strong interpersonal skills
- Bilingual; Spanish and English (preferred)
- Experience in planning events (preferred)
- Reliable transportation to reach events throughout the Valley (preferred)

#### **Position Responsibilities/Key Duties:**

- Represent the ACPE at Arizona Family College Savings (529) Program outreach events and other ACPE program events as needed.
- Organize and prepare materials for AFCSP 529 events and meetings.
- Assist the Social Media and Marketing Associate as needed.
- Other duties/functions as assigned by Supervisor.

#### **Tasks:**

- Perform research, update materials, and assist in the implementation of activities for the Arizona Family College Savings (529) Program and College & Career Goal Arizona Programs.
- Provide monthly summary of event outcomes and community interactions.
- Create an event database management system for Arizona Family College Savings (529) Program and other ACPE programs as needed.
- Enhance ACPE program events based on feedback.
- Assist in the development and implementation of email and social media campaigns as needed.
- Collaborate on team projects.