



CAREER PROGRAM OCCUPATION PROFILE:

APPLIED AI ASSOCIATE

The Applied AI Associate career training program prepares adults to design, build, and improve practical generative AI and data-informed automation solutions. Working with business stakeholders and technical teams, trainees help identify high-value use cases, prepare and govern data, create AI-enabled workflows, evaluate model outputs for quality and safety, and support deployment and adoption using approved tools and processes. This role emphasizes responsible AI use, privacy, security, documentation, and measurable business impact.

This occupation is ideal for someone who:

- Enjoys working with data and technology.
- Is curious about how AI tools can solve real business problems.
- Sees themselves in a role that combines analytical thinking, clear communication, and hands-on problem-solving.

Do trainees pay a fee to participate?

No, trainees are not required to pay anything to participate.

How much do trainees earn while they're completing the program?

While compensation varies by industry, organization size, and the full scope of the role, trainees can expect pay in the range of **\$17-25/hour** during the program. Trainees are employees and fall under their employer's policies for paid time off, benefits, performance reviews, and salary increases.

What do trainees do as an Applied AI Associate?

- **Data preparation:** Collect, clean, and transform data for analysis and AI use while following governance and privacy requirements.
- **AI application:** Use generative AI tools to draft, summarize, classify, and extract information from documents; design prompts, templates, and reusable workflows for consistent, high-quality outputs.
- **Prototyping and automation:** Create AI-assisted solutions (copilots, document processing, and automation) using approved platforms; build workflows that route requests, trigger actions, and log outputs.
- **Evaluation and safety:** Evaluate AI outputs for accuracy, bias, safety, and compliance; document limitations and mitigations.
- **Deployment, support, documentation, and security:** Support deployment, monitoring, and iteration of AI solutions, including user training and adoption support; maintain requirements, datasets, prompt libraries, evaluation results, and change logs; follow security best practices including access controls, data minimization, and safe use of AI tools.

All work is performed under supervision, with increasing independence over time.

TYPICAL SCHEDULE

Training program length

Two years of full-time paid learning, split between on-the-job experience with an employer and specialized instruction at an intercompany training center.

Typical week

Months 1–3:

Foundations and safe exposure

- 3 days/week at the training center (labs + simulations)
- 2 days/week at the employer (shadow + controlled tasks)

Months 4–6:

Supervised ownership of day-to-day tasks

- 2 days/week at the training center
- 3 days/week at the employer

Months 7–12:

Productive throughput and applied learning

- 1 day/week at the training center
- 4 days/week at the employer

Months 13–18:

Deeper investigations and impact

- Half day/week at the training center
- 4.5 days/week at the employer

Months 19–24:

Associate-level work and capstone portfolio

- All time spent at employer with exception of 1 day/month at the training center

What are some of the skills trainees learn on the job?

- Data literacy and governance
- Use of generative AI effectively
- Prompting and knowledge work
- Analytics, visualization, and automation
- Responsible and secure AI use

What prior education or experience should trainees have before starting the program?

While not required, there are several prerequisite and bridge learning opportunities that provide a strong foundation for success. Prior to or alongside their training program, adults are encouraged to complete self-paced online courses in AI fundamentals and data literacy to accelerate their readiness. Examples include:

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| <ul style="list-style-type: none"> • Foundational courses <ul style="list-style-type: none"> • Information technology fundamentals • Data literacy/digital foundations • Business communications/professional writing • Applied AI and data courses <ul style="list-style-type: none"> • Generative AI fundamentals • Data literacy/analytics fundamentals | <ul style="list-style-type: none"> • Technical and programming awareness <ul style="list-style-type: none"> • Intro to Python • Spreadsheet skills/basic SQL • Responsible AI/AI ethics awareness • Advanced/related <ul style="list-style-type: none"> • Project management fundamentals • Cybersecurity/information security fundamentals • Cloud concepts/platform awareness |
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What credential does a trainee receive when they complete the program?

Trainees earn an INCAP credential that will be recognized by TechIndiana and technology-related companies across Indiana as equivalent to an academic associate degree in Applied AI/Business & Technology. They also may receive college credit toward a related degree program.

Opportunities are also available to earn stackable industry certifications during the program, including credentials in Generative AI Fundamentals, Data Literacy, and Responsible AI/Privacy & Security.

What career opportunities are available after completing the program?

This program prepares a trainee to move into junior roles that support AI-enabled operations and analytics, including:

- AI Analyst/AI Operations (AIOps) Associate
- Data Analyst/Business Intelligence Analyst
- Automation Specialist (Workflow Automation/Robotic Process Automation)
- AI Product/Program Coordinator
- AI Security/Governance Analyst
- Data Engineering Technician (entry-level, employer-dependent)

Who should I contact for more information?

TechIndiana is managing INCAP Career Programs for Tech/IT. You can learn more at [TechIndiana.org](https://www.techindiana.org).

