**Applications will be accepted online only between February 2 and February 25, 2016**. All applicants must submit a professional resume and scanned copy of their transcripts from the Fall 2015 semester reflecting a minimum GPA of 3.0.

**Job Requirements:**

Students eligible for consideration must meet the following criteria:

Current full time student enrolled in either an undergraduate or graduate level program

GPA of 3.0 or higher at the close of the Fall semester of 2015

Excellent communication skills, attention to detail, and ability to multi-task in a fast paced environment