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# Example of Enrollment Advisor Job Description

Our growing company is looking for an enrollment advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for enrollment advisor

* Compile, record, input, post, update, verify, monitor and retrieve student data, including grades
* Review and document student eligibility for admission, degrees, certificates, transfer, and financial assistance or awards
* Collect payment for student fees, tuition, and other charges
* May receive billing approval for student veterans and other student billing and prepare invoices
* Establish and maintain student files using a variety of technology systems and software
* Generate, verify and monitor computer reports to ensure accuracy and compliance with established requirements
* Update and maintain a variety of manual and electronic forms and information, including posting information to district and/or college websites
* Confer with and provide information to counselors, administrators and faculty regarding a variety of student information and records
* Train and assign work to student workers
* Receive, open, sort, and distribute incoming mail and related forms

## Qualifications for enrollment advisor

* Minimum of 1 year work experience in event planning and presentation skills required
* Experience using Datatel database preferred
* Effective knowledge/utilization of technology to support students, create reports, and track student progress required
* Thorough knowledge of campus resources, occupational/career trends, college policies, and academic programs required
* Ability to work a flexible schedule to include evenings/weekends and valid driver’s license or reliable means of transportation at a moment’s notice required
* Prepare & help clients to complete contracts & related product materials during the enrollment process