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# Example of Enrollment Coordinator Job Description

Our company is looking for an enrollment coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for enrollment coordinator

* Assist student recruitment and retention team in understanding program requirements and updates while maintaining mastery of program and partner specific information
* Coordinate and track proposal activity for the technology sales team
* Build client documents and track marketing elements
* Support onboarding of new exchange relationships
* Coordinate the completion of legal documents
* Coordinate pre planning and post planning meetings
* Document project actions, deliverables and due dates
* Provide vendor support
* Assist with new vendor implementation, including information security audits, contract management and product implementation support
* Collaborate with TPAs and maintain vendor/partner relationships through weekly calls and/or daily discussions on vendor related items and/or issue resolution

## Qualifications for enrollment coordinator

* Master’s degree in education or student counseling
* Responsible for data entry of provider enrollment information into Provider Enrollment Database systems and distribution of information to designated department representatives and credentialing administrators
* Accountable for all aspects of provider enrollment to ensure provider data is loaded appropriately in all relevant systems the first time
* Accountable for directly entering and updating provider data into the CAQH system
* Follow-up with managed care organizations to ensure expedient credentialing
* Accurately perform review of new enrollment files for deficiencies