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# Example of Enrollment Services Job Description

Our innovative and growing company is looking to fill the role of enrollment services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for enrollment services

* Assist departments in planning with open houses, Move on When Ready events, new student orientations and other enrollment and student related events
* Evaluate the enrollment management functions to include process efficiencies and effectiveness student satisfaction (which includes handling student complaints regarding enrollment management) while considering the uniqueness of the Cumming campus and implementing changes accordingly
* Work with the Associate Director of Enrollment Management on strategic planning of the Cumming campus
* Securely collect enrollment management related documents and distribute to appropriate office
* Processes course registration requests submitted by faculty and the academic departments on behalf of students
* Manages the student petition process for a waiver or variance regarding the University’s policy on the Revision of Class Schedules (Add/Drop/Withdraw)
* Accurately match, image, and upload incoming paper and electronic documents to application management system (Slate) or Xtender/Banner
* Responsible for quality control of imaged documents, ensuring consistency in clarity, orientation, contrast, and general readability
* Research out-of-process documents and unmatched documents to connect them with the correct record
* Manage daily workflow of all incoming application materials received by mail, electronically, or inter-office

## Qualifications for enrollment services

* Ability to achieve coaching certification
* Viewed as a leader with the ability to work independently collaboratively
* Bachelor's Degree and eight years' related experience required
* Master’s degree and six years of relevant experience on a college campus preferred
* Customer-service orientation with a focus on excellence
* 5+ years of experience in enterprise software configuration and ongoing administration, preferably in the voluntary benefits, insurance, or HR industry