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# Example of Enrollment Job Description

Our company is growing rapidly and is looking for an enrollment. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for enrollment

* Prepares and verifies required documentation and review with manager, OA/CTS
* Motivates and counsels students in areas of behavior, training, personal problems or study habits
* Conducts weekly Pre-Enrollment meetings/tours
* Follows-up on student progress
* Manage, evaluate and develop the Enrollment team staff consisting of front-line and supervisory level staff
* Develop and implement new plans and policies and ensure adherence to new policies and procedures
* Track and report statistics
* Develop and implement the budget for the department
* Work with Human Resources to recruit and retain a strong team
* Interfaces with TMA and coordinates specific program requirements

## Qualifications for enrollment

* Develops and mentors staff - fosters an environment where customer needs (Beneficiary, MTF Commanders, ) are the primary focus of the entire staff
* One to two years experience with government healthcare delivery program (TRICARE, Medicaid, Medicare)
* Compiling and processing appropriate material(s) and documentation needed for client enrollment
* Prepare work for Enrollment Service Specialists
* Pull monthly quality samples based on listings received from Internal Audit
* Strong knowledge of Microsoft Office, specifically Excel, Word, and Outlook Exchange