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# Example of Enrollment Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of enrollment. 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

* Facilitating special projects and daily work flow management
* Ensuring compliance and timely handling of all enrollment functions
* Driving automated solutions and eliminating facilitated processes to drive compliance and
* Direct supervision of 7 - 12 Enrollment Counselors at various stages of development
* Takes proactive planning approach to improve and motivate team
* In partnership with the sales manager and director, directly participates in recruiting initiatives and making individual hiring decisions
* Directly supervises, manages performance and development and provides ongoing coaching and feedback to direct reports
* Supports the on-boarding, ongoing training and team integration of newly hired Enrollment Counselors
* Provides ongoing training, coaching, and motivation to Enrollment Counselors to ensure the accurate representation of Capella offerings via product knowledge and positioning, our high touch service and consultative techniques
* Coaches individuals on how to leverage technology tools & techniques to maintain focus on objectives and manage efficiencies

## Qualifications for enrollment

* Uses innovative technology to track coaching and EC progress towards improvement of behaviors and skills
* Meets regularly with Enrollment Services Manager to provide detail reporting and forecasting on the overall performance of the team
* Demonstrates a solid understanding of inter-departmental operations
* Participates in efforts to improve and design best practices that improve internal operations and impacts results
* Provides a leadership presence throughout the department to effectively influence results and manage conflict resolution and problem solving
* Leads in the continuous promotion of a positive work environment through actions and communication both in formal team meetings and one on one interactions