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# Example of Enrollment Job Description

Our growing company is hiring for an enrollment. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for enrollment

* Development and delivery of enrollment training programs
* Provide department specific Enrollment training operational policy and procedure training, and technical system training and guidance
* Preparation of instructional materials, training aids, handouts, evaluation forms, and visual aids for current and new Enrollment training
* Completes updates for materials based on industry, company and/or departmental changes and demands
* Maintain appropriate and accurate training records
* Constantly assess the effectiveness of training by measuring and reviewing key indicators such as competency testing, associate and manager satisfaction with training, associate turnover, productivity levels based on tenure
* Perform periodic quality audits and monitor the quality of work within the department
* Provide side-by-side coaching to existing enrollment employees, based on quality audit information
* Attend all scheduled meetings and provide reports on metrics in a timely manner
* Special projects as requested by department and regional leadership

## Qualifications for enrollment

* In-depth understanding of solution/relationship selling, uncovering buying decisions and understanding customer needs
* Excellent ability to organize information, manage tasks and projects and leverage systems and technology
* Models professional and clear leadership, mentoring and motivational abilities
* Must have strong analytic and critical thinking skills
* Minimum 3-5 years proven experience in consultative sales, consumer sales, admissions, or recruiting
* Experience with admission for post-baccalaureate professional development programs