



Example of Enrollment Analyst Job Description

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Our growing company is looking to fill the role of enrollment analyst. 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 analyst

- Track and review client reporting to ensure data accuracy and data to identify trends (spot checking delivery, content)
- Troubleshoots data integrity issues, analyses data for completeness to meet business goals and trending
- Supports complex projects that require cross functional coordination
- This position is required to support the Risk Based Integrated Audit (RBIA) team and will be responsible for auditing Part D projects
- Additionally, this position supports development of data analytics and reporting for the entire Quality Management organization
- Create and manage business intelligence, data policies, procedures and standards within the Office of Institutional Research and Assessment
- Represent the Division of Enrollment Management and the Vice President for Enrollment Management at meetings and other events as requested
- Client technical product support
- Work with end users to define concepts and under direction from Solutions Architects
- Conduct daily quality assurance audits reviews in order to improve daily processing of applications and or file maintenance transactions as assigned

Qualifications for enrollment analyst

- AA/AS in Business, Healthcare or related field preferred

- Bachelor's degree in business management, Information Systems or equivalent experience
- Proficiency in design and/or using assessment tools to evaluate effectiveness of programs and inform resource allocation
- Familiarity with the use of technology and media (Web, Twitter, Facebook,) and/or other techniques to promote academic programs
- Graduate of business discipline