



# Example of Enrollment Associate Job Description

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

- Provides ongoing evaluation, coaching and feedback to the Enrollment Specialists to enhance work performance and skills, reviews performance metrics and takes corrective action, when necessary
- In partnership with CTEE Leader and other CTPO leadership, develops a detailed training plan which enhances the functional expertise of the Enrollment Specialists while increasing their project management capability
- Demonstrates an in-depth knowledge of BMS pipeline and clinical trial book of work (BoW) and makes appropriate resourcing decisions against both
- Demonstrated ability to develop innovative and novel ideas with the ability to influence stakeholders to adopt novel ideas and drive through to implementation
- Provides oversight and direction to the Enrollment Specialist's contribution to CORE presentations partnering with the P&E Leads to ensure that the content presented demonstrates a truly integrated and appropriate assessment of the recommendations, risks and issues from CTPOs perspective
- Demonstrates the ability to lead cross functional, global initiatives with demonstrated delivery of results
- Demonstrates strong capability in matrix leadership, stakeholder management and ability to work across all groups within GCO and beyond
- Effectively manages stakeholders through strong competencies in communication and collaboration timely issue identification and resolution

- Service delivery oversight - Guide and implement operational strategies and plans for consistent student-centered services

## Qualifications for enrollment associate

- In depth knowledge of the drug development process and overall project planning and project management of clinical trials
- Prior line management experience preferred but not required
- Proven ability to work in a dynamic, ever changing platform, challenge the status quo and seek diverse viewpoints to build a strategy
- Persistence and Retention - Directly impact undergraduate persistence through the implementation of existing retention efforts and the development of new tools and approaches in collaboration with the campus community
- Must possess appropriate academic credentials
- At least eight years of significant administrative at a four-year accredited university