



Example of Enrollment Associate Job Description

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Our company is looking to fill the role of enrollment associate. 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 associate

- Prepare reports on admissions activities, processes, applicant status, financial assistance or other reports to communicate on the enrollment status of the FT and Professional MBA programs
- Ensures the delivery of exemplary services in Enrollment Management to prospects, students, faculty, and staff by partnering with the University community in the areas of assessment, service excellence, marketing, reporting, research, technology, and web presence to enhance enrollment growth
- Oversees the development and implementation of a comprehensive, integrated, and aggressive and strategic Enrollment Management Plan developed using the principles of strategic enrollment management supported by assessment and external review
- Implements, coordinates, and applies enrollment management research and analysis utilizing statistical software across relevant areas
- Works collaboratively with all components of the University to identify and implement processes and strategies to meet University enrollment, retention and graduation goals
- Promotes the development of partnerships with public schools and community colleges to strengthen and grow a diverse and academically qualified student body
- Oversees tracking of the student experience from the point of initial university contact until their graduation or departure from the institution to

- Serves as chair of the Strategic Enrollment Management Executive Council and the Enrollment Management Advisory Council
- Management of the Presidential goal of becoming a Hispanic Serving Institution (HSI), with strategies to serve the Hispanic community through outreach and retention efforts
- Exploit cutting-edge technologies to reach, track, and guide students in the ways they can best hear and respond to and that provide optimal efficiency and effectiveness for the university

Qualifications for enrollment associate

- Significant and progressively responsible experience in higher education enrollment planning, demonstrated success in enrolling a high achieving and diverse student body, and knowledge of information technologies for recruitment and enrollment
- Experience and a commitment to student-centered, data-driven decision making and the ability to draw on collaborative relationships with and contributions of faculty, staff, senior leadership, alumni and the community in building a successful base for university enrollment
- Managed Care Enrollment experience
- Establish a close and cohesive partnership with the Leader of Operations and Processing, assuring effective communication between recruiting and processing and the seamless transition for students from the point of applying to be being admitted and ultimately enrolling
- Daily management, , prioritization, distribution, monitoring of implementation enrollment tasks to assure
- Generates letters, works on spreadsheets