



Example of Enrollment Associate Job Description

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Our innovative and growing company is looking to fill the role of enrollment associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for enrollment associate

- Participates as a member of the admissions office managers' workgroup
- Accountable for individual work activities
- Work assignments defined by immediate supervisor or manager
- Job does not require supervision of other employees in the unit
- Responsible for following up on participant rollovers in a timely manner
- Responsible for responding to emails and other participant inquiry in a timely manner
- Work directly with financial intermediaries in order to ultimately channel assets into JH
- Communicate with Third Party Administrators and Plan Sponsors to facilitate rollover process
- Facilitate daily and weekly operational activities while following department policies and procedures
- Respond to routine inquiries from various operation teams both internal and external

Qualifications for enrollment associate

- Technology management and planning
- Student outreach, retention and persistence strategies
- Outreach strategies
- Oversee data integrity requirements

