



Example of Enrollment Associate Job Description

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Our growing company is looking for an 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

- This is a temporary position that will be tasked with the testing/implementation of the Open Enrollment portion of our employee portal
- The position will also work closely with our contact center to help our associates through their Open Enrollment Elections
- Update and coordinate annual enrollment activities for health ministries, including the development of enrollment packages
- Monitors end / end processes that impact revenue
- Second Monitor (Required)
- Serves on school, college, and university committees, participates in professional organizations and activities
- Process large volume of applications and consistently check for missing materials needed to complete an application to either the FT or Professional MBA program
- Constantly check GMAC for new GMATs submitted daily
- Supervise the application process including verification of credentials for MBA candidates
- Constantly communicate and follow up with applicants regarding the status of their applications

Qualifications for enrollment associate

- Minimum of one year of related Benefits Administration or Customer Service experience required
- Experience working with ERP Human Resource Management Systems (HRMS)
- Minimum of one year of related Customer Service or Benefits Administration experience required
- Knowledge of and experience in Concurrent Enrollment