



Example of Outreach Representative Job Description

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Our company is hiring for an outreach representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for outreach representative

- Utilize computer software such as including Word, Excel, and PowerPoint as needed
- Work collaboratively with supervisor, the A & O professional staff, student staff peers, and other partner departments/staff to meet student needs
- Demonstrate strong work ethic - dependable and reliable
- Maintain high level of communication with supervisors, A & O Director, Evening/Weekend Manager, and fellow student staff in order to resolve issues, find solutions, and maintain a positive, professional working environment
- Responsible for meeting or exceeding targeted growth, retention, and enrollment expectations within assigned service area
- Communicate effectively and verbally, via email and through presentations to centers of influence about the Dual Special Needs Plan's features and benefits
- Actively source for ways to partner with community organizations and provide the resources UHC offers to those that qualify
- Develop and support community events in partnership with community based organizations to create opportunity for our sales agents to engage, educate and enroll dual eligibles in UnitedHealthcare's DSNP plan
- Manage and track leads and data pertaining to registered events and production
- Communicate effectively with agents regarding the management of scheduled events

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- At least 2 year of Medical experience
 - Must live within 15-50 miles radius of either Northridge(L.A county) or Riverside county
 - Have home internet
 - Minimum one year of experience in Higher Education or K-12 setting or working with high school students
 - Depending on employment classification for either Work-Study or Hourly, must maintain all eligibility requirements, including the minimum required # of credits enrolled and Satisfactory Academic Progress
 - Must maintain and respect confidential nature of student information