

ENROLLMENT SUPPORT SPECIALIST

Job Description

The Enrollment Support Specialist (ESS) supports the admissions and financial aid teams. In this role the ESS is responsible for sending out documents, tracking that all documents are received, tracking follow-up, and assisting applicants with completing forms. This role is instrumental in helping applicants navigate their paperwork and remain excited about enrolling in school. Must be proficient in Excel and ability to learn and navigate various tracking systems on the computer. Key skills are highly organized, ability to multitask, attention to detail, demonstrates initiative, is a solid team player, has excellent communication skills and superior customer service skills.

This job opportunity is a Full Time position. Healthcare and other great employee benefits are available. Job opportunity is for the Erie, Pennsylvania campus.

Contact us at 855-773-0758 to inquire about the job position. Ask for Shelly Mickey in Admissions.

Email your resume and references to Shelly Mickey. Email address is shelly.mickey@imbc.edu.