Data and IT Manager, Montclair Unbound

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Position Deleted on 3/16/2026. This position is no longer an active posting on HigherEdJobs.

Type: Full-Time
Salary: $73,899.90 - $88,673.70 per year
Posted: 34 days ago
Category: IT Manager/Director

MONTCLAIR STATE UNIVERSITY

Job Number: R1004793

IMPORTANT APPLICATION INSTRUCTIONS:

- **Upload Resume or Curriculum Vitae** for automatic population of information to the application.

- The contact information, work experience, and education listed on your Resume/CV will be parsed and input into your Montclair application.
- **Review information** and double-check all fields containing information that the system parsed - the software is intelligent, but you need to verify that the data is accurate.
- In the **"My Experience"** section, you will find a Resume/CV upload option where you can submit your cover letter and all other supporting documents.

Note: If you have an expansive CV, we recommend that you apply manually and only include the positions you have held in the last ten (10) years. You will then be able to attach your Resume/CV, as well as all other supporting documentation in the "My Experience" section of your application.

Job Description

SUMMARY:

Reporting to the Senior Director of Operations and Finance, the Data and IT Manager, Montclair Unbound plays a crucial role in managing the data collection, reporting and insight generation about the Unbound unit. Covering data associated with financial performance, student performance, student success and marketing/enrollment management functions, this role requires a significant understanding of data cleansing, data management and most importantly data visualization and insight generation.

A second key part of this role is to act as the unit's "functional technologist" overseeing the design, procurement and implementation of key technologies used by the Unbound unit. Working closely with the university's IT and IT adjacent departments, the Data and IT manager will operate in an implementation and usage oversight role to configure systems, integrations, user interfaces and dashboards/reporting features to provide Unbound staff with the tools necessary to manage the unit's core operational functions.

The position will initially require a full in-office presence. A transition to a hybrid schedule may be introduced at a later date.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Design Data and Reporting Strategies
- Extract, transform and load data into and from various large databases and other sources of structured and unstructured data
- Manage dashboards, reports and databases for the purposes of reporting
- Work across cross-functional teams, including student success, Instructional Technology and Design Services, IT, Data Services, finance and budget
- Identify potential data risks/roadblocks and develop mitigation strategies.
- Monitor project progress and proactively address data and data security issues that may arise.

- Provide regular reports and analysis to stakeholders, including financial performance and student activity reports and milestone achievements.
- Facilitate effective communication between team members, departments, and external partners.
- Resolve conflicts and escalate issues when necessary.
- Develop visual dashboards and analytical report for all Unbound related functions
- Perform other duties as assigned.
- Management retains the right to add or change job duties at any time.

QUALIFICATIONS:
REQUIRED:

- Bachelor's degree from an accredited College or University.
- Minimum of 3 years professional experience in a data-driven, operational or technology-focused environment.
- Excellent data management, and communication skills.
- Detail-oriented with a focus on data quality and analysis.
- Experience with managing large database systems and analytical software packages such as Tableau.

PREFERRED:

- Master's Degree from an accredited university.
- Professional experience supporting data, IT, or operational functions within a higher education environment.
- Familiarity with HelioCampus, Canvas, Workday, Banner, EAB, SLATE, IPEDS, and other data sets related to higher education.
- Familiarity with data-lake providers such as Snowflake, Databricks, Microsoft Fabric or comparable.
- Strong knowledge of excel and AI methodologies.

PROCEDURE FOR CANDIDACY:

Applicants should include a resume and cover letter describing how their background, skills and education match the needs of the University. When applying, please take a moment to carefully read and follow the steps in the application instructions.

Salary Range

$73,899.90-$88,673.69 Annual

The position may also be eligible for comprehensive benefits, including health insurance, retirement plans, and tuition assistance. For further details, please visit: https://www.montclair.edu/human-resources/benefits/

Montclair State University considers factors such as, but not limited to, scope and responsibilities of the position, candidate's relevant work experience, education, skills, and internal equity, when extending an offer.

Salary offers for internal employees who are part of a collective bargaining unit (CBU) and are applying to a position that is within a CBU will be determined in accordance with contractual provisions.

Department
Unbound Support and Operations

Position Type
Professional - Non-Faculty

Contact Information:

For questions or concerns, please contact Human Resources' Workday Recruiting Support at **973-655-5000 (Option 2)**, or email talent@montclair.edu.

Inclusion Statement

Montclair State University values access and educational excellence. We are committed to an environment of diverse perspectives which ensures that graduates will be civically engaged, committed to democracy, and prepared to thrive as global citizens. We foster a community that promotes varied experiences and voices. We seek applicants who will contribute diverse ideas and perspectives and who value an environment that promotes educational growth and advancement for all.

EEO/AA Statement

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity.

Additional information can be found on the website at
www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/

Title IX and 34 C.F.R. 106 Policy

Montclair State is required by Title IX and 34 C.F.R. 106 not to discriminate on the basis of sex or gender, and does not discriminate on the basis of sex or gender in the operation of education programs and activities. The requirement to not discriminate on the basis of sex or gender in the operation of education programs and activities extends to admission and employment. For further details, please visit: https://www.montclair.edu/human-resources/job-seekers/

With a proud history and a vibrant future, Montclair State University is one of New Jersey's most diverse and dynamic institutions of higher education. One of four public research institutions in the state, Montclair State is a designated R2 Research Doctoral University by the Carnegie Classification of Institutions of Higher Education. Located 12 miles west of New York City on a 252-acre suburban campus which boasts modern, state-of-the-art facilities complemented by

green spaces, public plazas and striking Spanish Mission architecture, the University offers a comprehensive undergraduate curriculum with a global focus; a broad variety of superior graduate programs through the doctoral level; and a highly productive, dedicated and diverse faculty and student body. The University's 11 colleges and schools offer more than 300 undergraduate and graduate majors, minors, concentrations and certificate programs, and with more than 120 student organizations and 18 NCAA Division III athletic teams for men and women, Montclair State offers its students a comprehensive college experience. Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the website at www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/

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