

SharePoint/Power Platform Administrator – Sierra Vista, AZ

Job Description: Hawk Associates is seeking an IT professional who wants to join a mission-focused team at Fort Huachuca, Arizona -- A team that is dedicated to providing Clients with successful technical solutions and Employees with job satisfaction.

Hawk Associates, a Service Disabled Veteran Owned Small Business (SDVOSB), provides Information Technology/Cybersecurity and C5ISR support to the DoW Joint Warfighter, non-DoW Agencies, Government organizations, Coalition Partners, and Commercial Industry. Join us – dedicated professionals getting the job done right...the first time.

The SharePoint and Power Platform Administrator is responsible for architecting, developing, and deploying integrated low-code/no-code solutions across the organization's Microsoft 365 environment. Unlike traditional infrastructure administration, this role focuses on transforming business requirements into automated workflows, customized applications, and data visualization dashboards. The Administrator will collaborate closely with organizational government leads and end-users to deliver secure, efficient, and modern collaboration tools aligned with DoW mission requirements.

Responsibilities:

- Collect user requirements and advise on SharePoint, Power Platform, and their design integration options
- Plan, design, and deploy Microsoft Power Apps (Canvas and Model-driven) to meet specific organizational requirements
- Manage permissions, data connectors, and governance policies within the Power Platform and SharePoint environments to ensure compliance with security standards
- Create, structure, and maintain SharePoint Online sites, document libraries, and O365 lists
- Integrate Power BI with SharePoint, Teams, and other data sources to provide actionable insights and reporting dashboards
- Develop and implement Power Automate workflows to assist business units with task automation, forms modernization, and process efficiency

Requirements:

- Current Secret security clearance
- Current CompTIA Security+ certification (IAT Level II or higher certification)
- 3+ years of experience in SharePoint site creation, architecture, and configuration
- Proven experience developing and administering Microsoft Power Platform components (Power Apps, Power Automate, Power BI) and integrating them with SharePoint Online/O365
- Strong problem-solving capabilities and the ability to communicate technical concepts to non-technical stakeholders

Preferred Qualifications:

- Familiarity with DoW cybersecurity standards and Risk Management Framework (RMF) in a military environment
- Relevant Microsoft Certifications (e.g., Power Platform App Maker, Power Platform Functional Consultant)