

TK&K Services

Job Description

IT Specialist – CMMC Transition, Systems & Device Management

Employment Type	Full-Time, Remote
Department	Information Technology
Reports To	Chief Operations Officer
Compensation	[Salary Range – to be determined]
Clearance / Eligibility	Must be a U.S. Person; ability to handle Controlled Unclassified Information (CUI) required

Position Summary

TK&K Services is seeking a hands-on IT Specialist to support our organization's transition to Cybersecurity Maturity Model Certification (CMMC) compliance while managing day-to-day IT operations. This role owns the technical implementation of security controls required under CMMC/NIST SP 800-171, manages company devices and endpoints, administers our Microsoft 365 environment, and maintains our WordPress website. This is a remote, full-time position ideal for a versatile IT generalist who is comfortable working independently, thoroughly documenting their work, and operating in a compliance-driven environment.

Key Responsibilities

CMMC Transition & Compliance

- Support the organization's transition to CMMC Level 2 by implementing and documenting technical controls aligned to NIST SP 800-171.
- Assist with System Security Plan (SSP) development, Plans of Action & Milestones (POA&Ms), and supporting evidence/artifact collection for assessments.
- Configure and maintain security tooling (endpoint protection, logging, access controls, encryption) to meet CMMC control requirements.
- Partner with leadership and any outside compliance consultants/C3PAOs to track remediation items through closure.
- Maintain ongoing compliance documentation, policies, and audit-readiness as controls evolve.

Device & Endpoint Management

- Manage the full lifecycle of company devices (laptops, mobile devices) including provisioning, imaging, configuration, and decommissioning.
- Administer a mobile device management (MDM) / endpoint management platform, enforcing security baselines, patching, and compliance policies.
- Monitor endpoints for security and compliance status; remediate non-compliant devices in a timely manner.
- Serve as primary point of contact for employee IT support requests (hardware, software, connectivity, access issues).

Microsoft 365 Administration

- Administer the Microsoft 365 tenant, including Exchange Online, SharePoint, OneDrive, Teams, and Entra ID (Azure AD).
- Manage user accounts, licensing, groups, and permissions; onboard and offboard employees.

- Configure and maintain security features such as conditional access, multi-factor authentication (MFA), and data loss prevention (DLP) in support of CMMC requirements.
- Monitor tenant health, security alerts, and compliance center findings; respond to and document incidents as needed.

Website Maintenance (WordPress)

- Maintain and update the company WordPress website, including plugin, theme, and core updates.
- Perform routine content updates in coordination with marketing/leadership.
- Monitor site uptime, performance, backups, and security; resolve issues as they arise.
- Ensure the website follows basic security best practices (SSL, credential hygiene, malware monitoring).

Required Qualifications

- 3+ years of hands-on IT support, systems administration, or related experience.
- Working knowledge of NIST SP 800-171 and/or CMMC requirements, or strong ability to learn compliance frameworks quickly.
- Experience administering Microsoft 365 (Exchange Online, Entra ID, SharePoint/Teams) at an administrator level.
- Experience with device/endpoint management (MDM/RMM tools such as Intune, Jamf, or similar).
- Basic to intermediate WordPress administration experience (plugins, updates, troubleshooting).
- Strong written communication skills; comfortable creating and maintaining technical documentation.
- Ability to work independently in a remote environment and manage competing priorities.
- Must be a U.S. Person (citizen or lawful permanent resident) due to CUI handling requirements.

Preferred Qualifications

- Direct experience supporting a CMMC or NIST 800-171 compliance transition for a DoD contractor or subcontractor.
- Relevant certifications such as CompTIA Security+, Microsoft 365 Certified: Administrator Expert, or similar.
- Experience with security tools such as SIEM/logging platforms, vulnerability scanners, or DLP solutions.
- Familiarity with basic networking, firewalls, and VPN administration.

Work Environment

This is a full-time, remote position. Occasional availability outside standard business hours may be required to address urgent IT or security issues. Reliable high-speed internet and a secure home-office setup are required.

How to Apply

Interested candidates should submit a resume and brief cover letter to Ken.Standifer@tkandk.com describing relevant experience with IT compliance, device management, Microsoft 365, and website administration.

TK&K Services is an equal opportunity employer.