

CORPORATE SERVICES · JD-EMK-32

IT, AI & Systems Integration Administrator

JD NUMBER	JD-EMK-32
FLSA STATUS	Non-exempt
EEO CATEGORY	Professionals
REPORTS TO	Chief Executive Officer · President & CEO while the Chief Executive Officer position is vacant
LOCATION	Emmonak, AK · onsite
SUPERVISES	None · directs technology vendors and contractors
DEPARTMENT	Corporate · Technology

POSITION SUMMARY

The IT, AI & Systems Integration Administrator keeps Emmonak Corporation's technology secure, reliable, and working together. The position administers the Corporation's Microsoft 365 environment, devices, network, and business systems, governs the approved use of artificial intelligence tools, and connects the systems that run the Tank Farm, the Store, accounting, shareholder records, and the Board. The Administrator supports every employee and director, protects shareholder and corporate data, and gives the Corporation dependable technology in a remote community where outside support is hours or days away.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Information technology · Administer Microsoft 365, including Entra ID accounts, multifactor authentication, self-service password reset, Exchange Online, Teams, SharePoint, and OneDrive, for staff and the Board of Directors.
- Manage computers, phones, tablets, printers, and point-of-sale hardware, including setup, updates, inventory, and secure retirement.
- Maintain internet, network, Wi-Fi, and backup connectivity across the corporate office, Store, and Tank Farm, and coordinate with carriers and service providers.
- Provide day-to-day help desk support, onboarding and offboarding of accounts, and user training.
- Cybersecurity · Enforce access controls, least-privilege permissions, backups, email security, and security awareness training. Lead response to security incidents and report them to the Chief Executive Officer immediately.
- Artificial intelligence · Administer the Corporation's approved AI tools, maintain the AI acceptable-use policy, control what data may be used with them, and train staff to use them responsibly.

- Evaluate AI and automation opportunities that save staff time or improve accuracy, and pilot them with human review before adoption.
- Systems integration · Connect and maintain integrations among Clover POS, QuickBooks Online, Microsoft 365, the Corporation's websites, online forms, and reporting tools so that data moves accurately with minimal re-entry.
- Administer the Corporation's websites, domains, and email signatures in coordination with leadership.
- Maintain system documentation, vendor and license records, access logs, and records-retention settings.
- Recommend technology budgets, purchases, and replacement cycles, and manage technology vendors and contractors.

REQUIRED QUALIFICATIONS

- Associate's or Bachelor's degree in Information Technology, Computer Science, or a related field, or equivalent experience.
- Three (3) or more years of experience in IT administration, systems support, or business systems.
- Hands-on experience administering Microsoft 365 and Entra ID, including security settings and user management.
- Working knowledge of networking, backups, endpoint security, and cybersecurity best practices.
- Experience integrating or supporting business applications such as point-of-sale, accounting, or web platforms.
- Sound judgment in handling confidential shareholder, personnel, and financial information.
- Ability to explain technology clearly to non-technical staff and directors.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Alaska Native descent, Emmonak Corporation shareholder or descendant, or experience in rural Alaska communities.
- Microsoft certification, such as Microsoft 365 Administrator Associate, or CompTIA Security+.
- Experience deploying or governing generative AI tools in a business setting.
- Experience with Clover POS, QuickBooks Online, or website and DNS administration.
- Experience with satellite or limited-bandwidth connectivity.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Generally office-based. Must be able to lift and carry equipment up to 50 lbs, work at the Store and Tank Farm in all weather (temperatures may reach -40°F), and access equipment in tight or elevated spaces. Required PPE must be worn at all times on the Tank Farm.
Work environment	Emmonak, AK. Corporate office, Store, Tank Farm, and other Corporation sites. After-hours response may be required for outages and security incidents.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature

Date

Printed name