



United States Court of Appeals for the Sixth Circuit

O365 Solutions Architect

Cincinnati, OH Temporary Full Time

\$81 - \$94 Per Hour*

About the Court

The Sixth Circuit offers a positive culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

Do you enjoy designing and supporting O365 solutions? The United States Court of Appeals for the Sixth Circuit is seeking an experienced O365 Solutions Architect to join our team for a temporary position starting February 23 and ending April 30, 2026.

Overview of Duties

The O365 Solutions Architect designs, optimizes, and supports secure, scalable O365 solutions aligned with organizational goals, governance standards, and best practices. The major responsibilities and duties include the following:

- Design, evaluate, and optimize Microsoft 365 (O365) architecture to meet business and security requirements.
- Provide configuration guidance for core services including Exchange Online, SharePoint Online, OneDrive, and Teams.
- Assess current O365 configurations and recommend improvements for performance, security, governance, and usability.
- Support migrations, integrations, or configuration changes related to O365 workloads.
- Collaborate with security, infrastructure, and application teams to ensure alignment with enterprise standards.
- Develop and maintain technical documentation, architecture diagrams, and implementation recommendations.
- Troubleshoot complex O365 issues and provide expert-level resolution guidance.
- Advise on licensing strategy, feature adoption, and roadmap planning.

This position uses strong technical depth, architectural vision, and the ability to collaborate effectively with technical and business stakeholders in a fast-paced environment to achieve deliverables.

POSITION QUALIFICATIONS

Required: Proven experience as an O365 / Microsoft 365 Solutions Architect or senior-level administrator. Strong hands-on knowledge of Microsoft 365 services, including Exchange Online, SharePoint Online, Teams, and Entra ID (Azure AD). Experience with identity management, security, compliance, and governance within O365. Solid understanding of PowerShell for administration and automation. Demonstrated ability to design scalable, secure cloud-based solutions. Excellent communication skills with the ability to translate technical concepts for non-technical audiences. Ability to work independently, balance multiple priorities, and meet deadlines in a temporary assignment.

Preferred: Microsoft certifications (e.g., Microsoft 365 Certified: Enterprise Administrator Expert, Solutions Architect Expert). Experience supporting regulated or enterprise environments. Familiarity with Zero Trust principles, data loss prevention (DLP), and information protection.

COMPETITIVE TOTAL REWARDS

Compensation*: \$81 - \$94 Per Hour (*Salary commensurate with qualifications)

Benefits: Employer subsidized health insurance plan.

WORK/LIFE BALANCE

Work/Life: Earn 4 hours of sick leave per pay period (two weeks). Hybrid telework schedule may be available.

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Apply button on our [online application system](#). Position is open until filled; preference given to applications received by **January 23, 2026**.

Interviews may be scheduled on a rolling basis and take place prior to the 'received by' date listed above. Virtual interviews available.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background investigation and fingerprinting. Applicants selected for an interview must complete the Optional Background Information section on the Judiciary's application. The incumbent is required to complete a financial disclosure report.

Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.