



Student – Information Services

This position reports to the Business Applications Supervisor and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, Washington. The scheduled hours of work will be Monday through Friday 8:00am to 5:00pm however, work schedules are determined with consideration around class schedule commitments. Students should be able to work a minimum of 20 hours per week.

WHAT YOU WOULD DO:

The Information Services student will provide support across technical and administrative functions within the IS department. Exposure to IT operations, including user support, system documentation, asset management and project assistance.

- Provide basic technical support to employees.
- Support inventory management for IS assets.
- Assist or perform basic maintenance activities.
- Create or update documentation, knowledge bases, training materials, or user guides.
- Monitor and respond to Service Desk alerts and ticket queues.
- Conduct basic security check and support license tracking and compliance.
- Support special projects.

QUALIFICATIONS:

High school graduate and must be enrolled in college credits. Preferred candidates would be majoring in Information Technology, Computer Science, Information Systems or comparable field. Experience or basic knowledge of Windows environment and familiarity with Microsoft Office and M365. Strong communication and problem-solving skills with the ability to work in a group setting. Strong initiative to pursue independent tasks to completion and willingness to learn and adapt to new technologies.

BENEFITS:

As a public utility district in Washington State, Clark Public Utilities student employees may be eligible for the Public Employee Retirement System. Student employees will also receive one hour of sick leave for every forty hours worked.

SALARY:

Salary ranges are market based and established annually.

2026 Salary: \$18.00/hour

HOW TO APPLY:

Please send your resume with a cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.