



Student – Purchasing

This position reports to the Materials/Purchasing Manager and is located at the Operations Center, 8600 NE 117th Avenue, Vancouver, Washington. The workweek is Monday through Friday, 7:00am – 4:00pm. Students must be able to work a minimum of 20 (up to 40) hours per week. To be eligible for this position, students must be enrolled for fall classes.

WHAT YOU WOULD DO:

This position offers an opportunity to gain practical experience in public-sector purchasing, inventory management, contract administration, and regulatory compliance. The student will learn how procurement activities support utility operations while working within Washington State procurement requirements and applicable federal regulations.

Includes working with the Clark Public Utilities Purchasing department staff. Some of the job duties could include but are not limited to the following tasks:

- Preparing bid / quote / central files
- Reviewing and maintaining contractor and supplier information in ProcureWare
- Monitor order status and assist with follow-up communications with vendors and internal departments.
- Perform data entry and maintain accurate procurement and inventory records.
- Support contract administration and document management activities.
- Provide general administrative support to procurement staff.
- Learn and apply public purchasing policies, procedures, and regulatory requirements.

QUALIFICATIONS:

High school graduate currently enrolled in college and actively scheduled for courses in the fall term. This student position requires strong communication, customer service, organizational, and analytical skills. The ideal candidate is able to solve problems, work with data, and manage deadlines efficiently and reliably.

BENEFITS:

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

2026 Salary: \$18.00/hour minimum

\$20.25/hour maximum

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.