

Part-Time Materials Office/myBooks Clerk
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=247868>

Downloaded On: Oct. 31, 2024 8:17am

Posted Oct. 30, 2024, set to expire Nov. 11, 2024

Job Title	Part-Time Materials Office/myBooks Clerk
Department	
Institution	Lee College Baytown, Texas
Date Posted	Oct. 30, 2024
Application Deadline	11/11/2024
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Fiscal Services Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5760941

Apply By Email

Job Description

Image not found or type unknown



Part-Time Materials Office/myBooks Clerk

Salary: \$15.07 Hourly

Job Type: Part-Time

Job Number: FY2300499

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Part-Time Materials Office/myBooks Clerk Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=247868>

Downloaded On: Oct. 31, 2024 8:17am

Posted Oct. 30, 2024, set to expire Nov. 11, 2024

Position Overview

The Materials Office/myBooks Clerk is responsible for inventory, restocking, and supporting the Instructions Materials Manager within the warehouse.

Essential Duties & Responsibilities

- Maintain filing, database systems entries, and inventories.
- Restock shelves as needed.
- Work with students to check in/out books.
- Lift and unpack boxes of received orders.
- Organize books and materials to ensure product can be found quickly.
- Keep warehouse area safe, clean, and free of shipping materials.
- Deliver supplies and books to Divisions as needed.
- Communicate with campus faculty and staff and take messages.
- Pick up and drop off mail as needed.
- Operate office equipment.

Additional Duties & Responsibilities

- Other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- Must be able to lift, carry, pull, and push objects or loads of fifty (50) pounds regularly and seventy-five (75) pounds occasionally
- Must have demonstrated recordkeeping skills, as well as good interpersonal skills
- Knowledge of modern office practices, procedures, and equipment, including PCs and their operations
- Must be available to work evenings and weekends as needed

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.



Part-Time Materials Office/myBooks Clerk
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=247868>

Downloaded On: Oct. 31, 2024 8:17am

Posted Oct. 30, 2024, set to expire Nov. 11, 2024

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4708996/part-time-materials-office-mybooks-clerk>

jeid-1ff2c3317b488a4791d6b344add71091

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

,