

**Part-Time Materials Office/myBooks Clerk  
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=256234>

Downloaded On: Apr. 26, 2025 11:02am

Posted Apr. 25, 2025, set to expire May 8, 2025

**Job Title** Part-Time Materials Office/myBooks Clerk  
**Department**  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Apr. 25, 2025

**Application Deadline** 05/08/2025

**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Facilities/Maintenance/Transportation  
Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/6175958>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Part-Time Materials Office/myBooks Clerk**

**Salary:**

**Job Type:** Part-Time

**Job Number:** FY2300560

**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=256234>

Downloaded On: Apr. 26, 2025 11:02am

Posted Apr. 25, 2025, set to expire May 8, 2025

### Position Overview

The Materials Office/myBooks Clerk is responsible for inventory, restocking, 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=256234>

Downloaded On: Apr. 26, 2025 11:02am

Posted Apr. 25, 2025, set to expire May 8, 2025

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4918194/part-time-materials-office-mybooks-clerk>

jeid-a059df824963a349aad115a6e443f316

**Contact Information**

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

**Contact**

N/A

Lee College

,