Housing and Ancillary Services Part-Time and Seasonal Full-Time Student Positions



View job postings at <u>recruit.uwo.ca</u>. Most hiring takes place in February and March

Job title and duties	Part Time/ Full Time	Contract Length (months)
Hospitality Services		
Culinary Support / Culinary Production	PT	8
 prepare and serve food and beverages, accept payment 		
 clean and sanitize various work areas, dishes, tableware and 		
organize workstation		
Housing		
Student Project Assistant (Residence Life)	PT	8
coordinate and execute events in the Residence community		
support administrative tasks within the Residence Life team.		
Front Desk Clerks	PT	12
 provide front line support and assistance to students, parents and 		
guests		
 answer a large number of inquiries, check guests in/out, facilitate room key replacement and mail pick-up 		
Summer Accommodations – Front Desk Assistant	PT	4
 offer front desk staffing and support 		
 answer a large number of inquiries, check guests in/out, room key 		
replacement		
Off-Campus Advisor	PT	8
 Act as a point of contact for community questions and concerns 		
(e.g., rental rights, local bylaws, home security)		
 Organize and conduct neighborhood canvassing, information 		
booths, and educational presentations		
Cultivate positive interactions between students and the		
surrounding community	D.T.	4
Off-Campus International Advisor	PT	4
 Guide international students in finding accommodations and understanding housing options 		
 View off-campus properties on behalf of students not currently in 		
Ontario		
 Assist with data entry, administrative tasks, and responding to 		
inquiries from international students		
Off-Campus Advisor – Social Creator	PT	8
 Develop and design visual assets and written content for social 		
media posts		
Work closely with the Social Media Team Leader on content		
planning and execution		
Source relevant visual assets to accompany social posts, ensuring		
brand consistency		
Residence Admissions Summer Project Assistant		o
assists with calls and emails regarding the Residence Placement Ougstionnairs, payments and foo deadlines. Onboarding Process.	FT	8
Questionnaire, payments and fee deadlines, Onboarding Process,		

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early arrival requests, payment plans, building switch requests,		
special accommodation requests and building/room placements		
Residence Life Coordinator	FT	36
live-in role that supervises Residence Dons and provides support		
to all students living in residence		
 participates in an on-call rotation and responds to emergencies in 		
residence Posidence Sefety Assistants	FT	9
Residence Safety Assistants	FI	9
 work overnight in residence and conduct rounds of the building to help promote safety and security in the buildings 		
 respond to concerns and collaborate with campus partners 		
Residence Safety Coordinators	FT	10
supervise the Residence Safety Assistants and respond to elevated	(Contract)	10
incidents after hours	(Contract)	
Summer Project Assistants	FT	4
liaise with key partners on campus and within the residence		7
system to support development of creative and effective		
programs, student leadership training input and program materials		
 support project outcomes and the programming and leadership 		
efforts of the Residence Staff, Residence Sophs and Residents'		
Councils as well as senior housing leaders		
Guest Registration Attendants	PT	8.5
 register overnight and weekend guests at any of Western's main 		
campus residences		
 interact with students, guests and parents 		
 track the occupancy and capacity numbers for the building 		
Marketing		
Marketing Assistants (Graphic Designer, Photographer, Videographer,	PT + FT	8
Social Media)		
 Assist in the development of marketing and communication 		
materials including vendor management and research		
Street Team Leads and Members	PT	8
 complete tours of residence for prospective students 		
 engage students and promote the services of housing, food 		
services, Dellelce Family Bookstore, etc.		
set up booths around campus, facilitate surveys, distribute		
pamphlets and provide on-site event support		
Dellelce Family Bookstore	D.T.	0/40
Store Assistants	PT	9/12
 work as cashiers, sales floor associates, shipping & receiving and 		
more		
complete tasks such as stocking, packing/unpacking shipments and other administrative duties.		
and other administrative duties		
Conference Services	СТ	Λ
Summer Conference Assistants	FT	4

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•	prepare and coordinate all Conference Services events and support	
	Western Summer Accommodation operations	
•	use tact and diplomacy when troubleshooting and ensure the	
	smooth operation of each event	