

Housing and Ancillary Services

Part-Time and Seasonal Full-Time Student Positions

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



Job title and duties	Part Time/ Full Time (hours per week)	Contract Length (months)
Hospitality Services		
Culinary Support <ul style="list-style-type: none"> • prepare and serve food and beverages, accept payment • clean and sanitize various work areas, dishes, tableware and organize workstation 	PT up to 24 hours	8
Housing		
Residence Clerks (Front Desk Clerks) <ul style="list-style-type: none"> • provide front line support and assistance to students, parents and guests • answer inquiries, check guests in/out, facilitate room key replacement and mail pick-up 	PT up to 24 hours	12
Summer Accommodations (Front Desk Assistant) <ul style="list-style-type: none"> • offer front desk staffing and support • answer inquiries, check guests in/out, room key replacement 	FT	4
Off-Campus Advisor <ul style="list-style-type: none"> • 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 	PT 5 hours	8
Off-Campus Advisor International <ul style="list-style-type: none"> • 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 	PT up to 35 hours	4
Residence Admissions Summer Project Assistant <ul style="list-style-type: none"> • assists with calls and emails regarding the Residence Placement Questionnaire, payments and fee deadlines, Onboarding Process, early arrival requests and more. 	FT	8
Summer Project Assistants <ul style="list-style-type: none"> • liaise with key partners on campus and residence 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 	FT	4
Guest Registration Attendants		

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<ul style="list-style-type: none"> 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 	PT up to 24 hours	8.5
Apartments/Facilities		
Student Facilities Assistant <ul style="list-style-type: none"> maintain clean, safe, and sustainable communities by monitoring waste areas, supporting safety checks and completing minor repairs. support unit operations and transitions, including move-in/move-out inspections, removal items, and prep. deliver operational support to tenants and staff, including notices, amenities, small furnishings and more. contribute to tenant engagement and education by assisting with community events. 	PT + FT Summer 35 hrs Sept–Apr 10–15 hrs	12
Marketing		
Marketing Assistants (Graphic Designer, Photographer, Videographer, Social Media) <ul style="list-style-type: none"> assist in the development of marketing and communication materials including vendor management and research 	PT + FT Summer 35 hrs Sept–Apr 10–15 hrs	8
Street Team Leads and Members <ul style="list-style-type: none"> complete tours of residence for prospective students engage students and promote the services of housing, food services, bookstore, etc. set up booths around campus, facilitate surveys, distribute pamphlets and provide on-site event support 	PT Up to 15 hours	8
Dellelce Family Bookstore		
Store Assistants <ul style="list-style-type: none"> work as cashiers, sales floor associates, shipping & receiving and more complete tasks such as stocking, packing/unpacking shipments and other administrative duties Assist students in finding required course materials, textbooks and merch 	PT Up to 24 hrs	9/12
Conference Services		
Summer Conference Assistants <ul style="list-style-type: none"> 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 	FT	4