

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 - 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) - 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) - offer front desk staffing and support - answer inquiries, check guests in/out, room key replacement	FT	4
Off-Campus Advisor - 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 - 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 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 - 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	PT up to 24 hours	8.5

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• 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		
Apartments/Facilities		
Student Facilities Assistant • 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) • 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 • 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 • 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 • 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