

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	PT/FT	Contract period
Hospitality Services		
Culinary Support / Culinary Production <ul style="list-style-type: none"> prepare and serve food and beverages, accept payment clean and sanitize various work areas, clean dishes and tableware and organize workstation 	Part-time	September to next April
Housing		
Event Staff <ul style="list-style-type: none"> coordinate and execute small and large events in the Residence community support administrative tasks within the OREP office 	Part-time	September to next April
Front Desk Clerks <ul style="list-style-type: none"> 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 	Part-time Full-time in summer	Mid-August to May
Summer Accommodations – Front Desk Clerk and FDA <ul style="list-style-type: none"> offer front desk staffing and support answer a large number of inquiries, check guests in/out, room key replacement 	Part-Time	May to August
Off-Campus Advisors <ul style="list-style-type: none"> help students deal with issues related to living in the community provide assistance and support to students facing issues with landlords or renting, bylaw questions, or other concerns for students living off-campus 	Part-time	September to next April
Off-Campus Housing Assistant <ul style="list-style-type: none"> provides support in administration, data entry and answers inquiries from international students searching for accommodations 	Part-time	May to August
Off-Campus Housing Social Media Assistant <ul style="list-style-type: none"> provides support for Off-Campus Housing’s social media accounts with content creation, scheduling and engagement initiatives 	Part-time	September to next April
Residence Admissions Summer Project Assistant <ul style="list-style-type: none"> assists callers with questions regarding Placement Questionnaire, payments and fee deadlines, Onboarding Process, early arrival requests, payment plans, building switch requests, special accommodation requests, and building / room placements and respond to e-mail inquiries 	Full-time	May to September
Residence Life Coordinator <ul style="list-style-type: none"> 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 	Full-time (3-year contract)	May start (3-year contract)

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Residence Safety Assistants <ul style="list-style-type: none"> 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 	Full-time	August to next April
Residence Safety Coordinators <ul style="list-style-type: none"> supervise the Residence Safety Assistants and respond to elevated incidents after hours 	Full-time (contract)	July to next April
Summer Project Assistants <ul style="list-style-type: none"> liaise with key partners on campus and within the residence 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 	Full-time	May to August
Guest Registration Attendants <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 	Part-time	Mid-August to end of April
Marketing		
Marketing Assistants (Graphic Designers, Photographer, Videographers) <ul style="list-style-type: none"> assist in the development of marketing and communication materials including vendor management and research 	Part-time Full-time	September to next April
Street Team Members <ul style="list-style-type: none"> engage students and promote the services of housing, food service, bookstore, etc. set up booths around campus, facilitate surveys, distribute pamphlets and provide event onsite support 	Part-time	September to next April
Retail Services		
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 	Part-time	May to next April; August to next April
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 	Full-time up to 40 hrs	April-September