

What is a Job listing number?

A Job listing number is a unique identifier linked to a job on the Student Job Service Board associate with Departmental job hires only.

How is the Job listing number created?

Any time a job is posted to the Student Job Service board, a corresponding job listing number is generated.

Where can I find Job listing number?

The Job listing number can be found on the “Manage your Job Post” function of the Business link or by clicking [here](#).

JOB MAINTENANCE FUNCTIONS:

[Add/Change Supervisor\(s\) For Departmental Jobs](#)
[Add/Change Secondary Supervisor\(s\) For Work-Study Students](#)
[Check Destination Change](#)
[Distribution Change \(Budget Line\)](#)
[Estimated Hours Per Week Change](#)
[Pay Rate Change](#)
[Terminations](#)
[Start/End Date Change](#)
[Group Rate/Distribution Change \(Budget Line\)](#)
[Evaluate Your Student\(s\)](#)

MAIL CODE APPROVAL

[Mail Code Approve To Pay](#)
[Mail Code Status](#)

WORK-STUDY JOB FUNCTIONS:

[Maintain Existing Work-Study Jobs](#)
[Create a New Work-Study Job](#)
[Create Outside Agency WS Job](#)
[Award Balance by Mail Code](#)

STUDENT JOB SERVICE FUNCTIONS:

[Post a Job](#)
[Manage your Job Posts](#)



Where can I find Job listing number? Continued...

Job Listing numbers can be found in the first column of the table.

If you've created job postings in the past, you'll find a full listing of all approved posts after entering the primary phone number.

If this is your first time creating a job post, return to the Business link, select "[Post a job](#)" and follow the prompts.

Job postings are approved within 1-2 business days of submission. Check back within that timeframe because you will not receive a confirmation email.

BU Student Employment Office

STUDENTS ON-CAMPUS SUPERVISORS OFF-CAMPUS EMPLOYERS

Manage Your Job Posts

Use this form to remove, repost, or update your job(s) listed with the Student Job Service.

LOOKUP PREVIOUS POSTS

Primary Phone * (617) 353 - 2418 x [FIND MY POSTS](#)

Job Number	Job Title	Date Posted	Rate	Status	Category	Action
202300002	COMMUNICATIONS ASSISTANT	2023/01/13	20.00	Active	On-Campus	Repost Remove View/Update

Student Employment

HIRING PROCESS FUNCTIONS:

[New Hire/Rehire](#)

[Approve/Review/Delete](#)

[Form I9 Compliance, Section 2](#)



Boston University Business Link Student Employment
STUDENT EMPLOYMENT NEW HIRE/REHIRE

Type of Employment: ☒ Departmental ☐ Work Study

Listing Number

Student Id:

Student Name:

Semester: Year:

Action: ☐ New Hire ☐ Rehire

How to use the Listing Number Field

- Open Business link, access Student Employment and select the New Hire/Rehire Function.
- The field will only display for the “Departmental” Employment Type. Once select proceed to enter the Listing number.
- If a job Listing Number was not created, input N/A and move on to the next field and proceed with the hire as you normally would.
- Beyond this point the hiring process will remain the same.
- The additional, “Listing Number” Field will be used to link the Job posting information to each hire and provide an additional data point for future integration.

STUDENT EMPLOYMENT NEW HIRE/REHIRE

ENTER LISTING NUMBER OR 'N/A'

Type of Employment: ☒ Departmental ☐ Work Study

Listing Number

Student Id:

Student Name:

Semester: Year:

Action: ☐ New Hire ☐ Rehire

STUDENT EMPLOYMENT NEW HIRE/REHIRE

LISTING NUMBER NOT FOUND

Type of Employment: ☒ Departmental ☐ Work Study

Listing Number

Student Id:

Student Name:

Semester: Year:

Action: ☐ New Hire ☐ Rehire

Error messages and fixes

- **ENTER LISTING NUMBER OR N/A** – Refer to Page 2 to locate Listing Number and input number into the field. If no job listing number was created, input N/A.
- **LISTING NUMBER NOT FOUND** – Check the Job Listing Number, the number should match the one on “Manage your job post.” The number should be 9 digits long with the first 4 digits referencing the year the post was created and the last 5 digits reference the sequence in which it was approved.
- If you continue to experience an issue with the field contact Student Employment at seo@bu.edu or call 617-353-3594 for additional guidance.