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](#).
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.
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.
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.