Article Number: 301 | Rating: Unrated | Last Updated: Nov 8, 2017 at 4:11 PM			
Email Title:	Notify Admin of New and Modified Job Posting	**Email ID:**	48
Module:	Job Board	**Email Recipient(s):**	Admins
Email Trigger:	When recruiters postÂ a new job or modify an active job posting.		
This email template has a generic message at the GradLeaders Standard level. It is sent automatically when a recruiter posts a new job or modifies an existing active/approved job. Admins may edit the email template with custom wording on the Job Program.			
Available Email Variables: ContactFirstName - {contactfirstname} ContactLastName - {contactlastname} ContactName - {contactname} JobTitle - {jobtitle} JobDesc - {jobdesc} JobNumber - {jobnumber} Organization - {orgname} PostDate - {postdate} AccountManager - {accountmanager}			
This email is controlled by the following program settings (if applicable): JB PID > Job Board Settings > Employer - Notify Admin of New Job Posting = Yes Â **Note(s):** If the recruiter has an account manager selected on the admin recruiter profile, then the account manager will receive the email. Otherwise, the email is sent to the Job Board To email set on the job board Main settings.			
Note: If you do not have access to the configuration, please use the â€œContactâ€• link above for assistance with modifying your email templates or contact a GradLeaders Representative			