If you anticipate the possibility of hiring a non-U.S. citizen who might need a U.S. permanent residency application, it is a good idea to make sure your advertisement conforms to Department of Labor (DOL) guidelines. If the ad does not conform to the guidelines below, we may need to re-advertise and re-recruit for the position after you have made your hire, in order to prove to DOL that no U.S. candidates could be found.

DOL regulations do not require employers to run advertisements enumerating every job duty, job requirement, and condition of employment, however, the job details should be specific enough to reasonably inform applicants of the relevant qualifications for the position. Salary need not be mentioned for positions that require teaching.

**For positions requiring teaching:** if you make an international hire and wish to support a U.S. permanent residency application (green card application) for that person, we will need to be able to prove, based on the requirements stated in the advertisement, that he or she is the best qualified candidate.

**For positions not requiring teaching:** if you make an international hire and wish to support a U.S. permanent residency application (green card application) for that person, we will need to be able to prove, based on the requirements stated in the advertisement, that there were no other minimally qualified U.S. workers who applied.

**Ad Content**

- Job Title / Position being offered (assistant professor, research assistant, etc)
- Clear indication of how many positions are open, and what the criteria are for each – if they are different (ie: Assistant, Associate, or Full Professor all in one ad)
- Working conditions (full time, tenure, etc)
- Include a brief description of job duties
- Qualifications for the position including
  - **Minimum** degree required; if you will accept ABD please indicate this, and also the date by which all degree requirements must be completed.
Field of study, and whether you will accept any related field.

If you will accept any alternate combination of degree and or work experience, please say so.

Years of prior work experience, if required.

If post – doc training is required, DO NOT include as prior work experience, but as prior training experience. Include the required field of post – doc training.

Any special requirements or skills, such as knowledge of PERL; or fluency in English and Farsi.

- Salary range: need not be included for positions that require classroom teaching.
- Where to send information to apply and what to send (CV, references, letters, etc)
- Date by which all inquiries are to be received. NOTE: Be sure to leave at least 30 days for interested parties to apply after the ad comes down. Be sure to take into consideration the date the ad will go into print.
- Statement at the end of the ad that states we are an EEO, AA, and ADA employer/compliant.
- Ads for teaching faculty positions MUST be run in a national or international journal, either in print or online. The Chronicle of Higher Ed is a good one to use (not questioned by DOL).

Sample Ad

The Department of Management at Georgia College & State University invites applications for a full-time, tenure track position to teach undergraduate and graduate classes, to begin _________. An MBA or appropriate masters degree or ABD with ability to teach courses in the management area (e.g. principles of management, human resources related, international management) is required. Four course load per semester. The College of Business is AACSB accredited, has 44 faculty members, an enrollment of 1400 students, and offers the BBA, and BA and BS degrees in Economics, and MBA, MMIS, and Master of Accountancy degrees. The Department of Management has 11 faculty members and 300 majors.

Review of applications will begin immediately and continue until the position is filled. Interested candidates should apply online at www.gcsujobs.com and include a letter of application, vita, and the names and contact information (address, email address, and telephone number) of at least three references. The letter of application should address the candidate's qualifications, experience, and skills.

GCSU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial, and multi-ethnic communities and compliance with the Americans with Disabilities Act. It is expected that successful candidates share in this commitment. Persons who need reasonable accommodations under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 478-445-5596. Georgia is an Open Records state. The finalist will be required to submit to a background investigation.