

# Job Advertisement Requirements for EB-2, “Special Handling”, Immigrant Petition

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## Name of the Employer and Location

Georgia Institute of Technology, Department Name, city/state.

## Application Directive

Applicants must be directed to report or send resumes to a specific address.

Ads that direct applicants to a department or school’s website where the vacancy is posted, so called “pointer ads”, will not suffice.

## Job Title

Advertisements for multiple teaching positions are acceptable provided the multiple job titles are listed.

## Duties

Must explicitly state teaching in the job duties, that is, must use the words “teach” or “teaching” in duties, no exceptions.

## Requirements<sup>1</sup>

Must state earned terminal degree or professional credentials in a specific field or indicate a list of acceptable fields. If ABD is acceptable, must state so in the ad as well as indicate a completion date.

Must state minimum experience requirements, if applicable.

## Print or Online Advertisement

### Print Ad

- Ad must be placed in a *national professional journal*
- Journal must have other employment advertisements
- Must be an actual journal, not a compilation of job postings

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<sup>1</sup> Requirements must comply with all University System of Georgia Board of Regents and Southern Associate of Colleges and Schools policies

- Submit the original or a copy of the tear sheet
  - Must indicate the name of the journal and date(s) of publication

### Online Ad

- Ad must be placed in an online *national professional journal* for a minimum of 30 calendar days
- Journal must have other employment advertisements
- Must be an actual journal, not a compilation of job postings. Please note that advertising on [higherjobs.com](http://higherjobs.com) does not meet “special handling” requirements
- Submit print out of the webpage containing the ad on the first day of publication and the last date of publication and/or an invoice with the dates of publication
  - Must indicate the name of the online journal and web address

### Other Considerations

#### Preferences

The employer must support hiring of the foreign worker by documenting that the foreign worker was found to be more qualified than each U.S. worker who applied for the job opportunity. This means that if the foreign national hired does not meet all of the preferred requirements, it would not be possible to show they were in fact the most qualified candidate.

#### Description of the Vacancy

Employers need to apprise applicants of the job opportunity. The regulation does not require employers to run advertisements enumerating every job duty, job requirement, and condition of employment. As long as the employer can demonstrate a logical nexus between the advertisement and the position listed on the employer's application, the employer will meet the requirement of apprising applicants of the job opportunity. An advertisement that includes a description of the vacancy, the name of the employer, the geographic area of employment, and the means to contact the employer to apply may be sufficient to apprise potentially qualified applicants of the job opportunity.

While employers will have the option to place broadly written advertisements with few details regarding job duties and requirements, they must prepare a recruitment report that addresses all minimally qualified applicants for the job opportunity. If an employer places a generic advertisement, the employer may receive a large volume of applicants, all of whom must be addressed in the recruitment report. Employers placing general advertisements may wish to include a job identification code or other information to assist the employer in tracking applicants to the job opportunity.

The advertisement must provide a description of the vacancy specific enough to apprise U.S. workers of the job opportunity. In evaluating whether the advertisement meets this criterion is whether the advertisement is written to attract the interest of the greatest number of qualified U.S. workers and encourage them to apply. The advertisement will be reviewed by the Department of Labor to ensure

that it reasonably describes the vacancy and reflects the job opportunity as described on the corresponding documentation submitted.

## Examples

### **Assistant Professor of Chemistry**

School of Chemistry & Biochemistry (9-month, tenure-track appointment).

RESPONSIBILITIES: Responsibilities include: 1) developing a nationally recognized and extramurally funded research program; 2) teaching graduate and undergraduate courses in chemistry; 3) advising and mentoring chemistry undergraduate and graduate students; 4) service to the public, the university including departmental governance, and the profession.

QUALIFICATIONS: A Ph.D. in chemistry or closely-related scientific field. The applicant should have demonstrated research productivity and have academic experience chemistry. A minimum of one year of post-doctoral research experience is required.

ANTICIPATED START DATE: August, 2013.

APPLICATION DEADLINE: The position is open until filled; however, candidates are encouraged to submit their materials by **December 1, 2012** for the review process. The application packet should include a cover letter of interest that details how the applicant's credentials and experience meet the needs of the position, responsibilities, and qualifications stated above; a current curriculum vitae; and contact information for three references (who will not be contacted without further correspondence with the applicant). The full position announcement and instructions for application can be found at <http://www.chemistry.gatech.edu/>

**Assistant Professor of Electrical Engineering** – The School of Electrical and Computer Engineering at the Georgia Institute of Technology in Atlanta, GA seeks applications for an Assistant Professor position. The incumbent will teach courses in electrical engineering. The minimum qualifications are a Ph.D. in electrical engineering or related field and 12 months teaching or research experience. All interested applicants should send their CV to [electricalengineeringfacultyopening@gatech.edu](mailto:electricalengineeringfacultyopening@gatech.edu).

**Assistant Professor of Operations Management.** The Scheller College of Business at The Georgia Institute of Technology in Atlanta, Georgia invites applications for tenure-track faculty positions in the Operations Management (OM) Area at the Assistant or Associate Professor levels starting Fall 2013 to teach at the graduate and undergraduate levels. The minimum requirements are for the candidate to have a Ph.D. in Operations Management or a related area by the starting date of the appointment, and to be highly committed to excellence in research and in teaching graduate and undergraduate students. A competitive salary will be offered, with an expected teaching load of three semester courses per year. Please submit the following to: [recruit-operations@scheller.gatech.edu](mailto:recruit-operations@scheller.gatech.edu)

Curriculum vita

Evidence of research and teaching experience

Candidates are requested to arrange for three recommendation letters to be sent to the above e-mail address with the candidate's name in the filename (e.g., "Smith, John – Letter of Recommendation.pdf"), in the email subject line and the body of the letter of recommendation for timely processing.