

## Job Description Template in order to meet requirements of possible International (eventual H-1B and PERM) Applicants in the Pool

**VERY IMPORTANT:** *If departments hire a candidate that they would like to keep and for whom they would like to petition for permanent residency or PERM, within 18 months of hire, then a print ad in a national journal is required. WCU can also petition for “Outstanding Professor/Researcher” permanent residency when the applicant has at least 3 years teaching experience, AND has met 3 of the following categories: won international awards, is a member of an association in academic field which requires outstanding achievements, participated in a panel or as a judge of work of other in same or allied academic field, produces citations where others have written about the applicant’s work, has written/produced original scientific or scholarly research, is an author of books or articles with international circulation.*

### GUIDELINES FOR JOB DESCRIPTION

1. Specific Job Title (Ex. "Assistant Professor in Biology")
2. Specific duties (Can be brief, but **must include some mention of teaching**, even though one might think that the job title of professor implies teaching, the Department of Labor does not. Ex: "Teach 2 graduate level classes in the Department of English" or "Responsibilities include teaching undergraduate courses, conducting research, etc. in the department.)
3. Requirements: Make sure that the actual degree is indicated: ex.: "PhD in Mathematics." If alternative degrees are accepted, list them. If there are lots of them, always say "or a closely related area." Ex: PhD in CS, Information Systems, or a closely related area."
4. If you require a PhD, make sure the foreign national has the PhD **and it is not pending**. If you will accept someone with a pending PhD, you must indicate it in the ad, for example, "PhD or completion within a year of hire." (Or, mention ABD).

**NOTE:** If the word “experience” or “training” is used in the job description, you need to specify the length of time you will consider, Ex: “1 year training in remote sensing,” or “6 months experience doing field/lab work on \_\_\_\_\_.”

### **In addition, WCU requires the following:**

Applications: Apply online at: \_\_\_\_\_

#### AA/EOE Statement (Full statement):

Western Carolina is an Affirmative Action/Equal Opportunity Employer that conducts background checks. Proper documentation of identity and employability are required at the time of employment. All new employees are required to provide official transcripts within 30 days of employment.

#### Abbreviated Statement:

WCU is an AA/EOE who conducts background checks. Proper documentation of identity and employability are required at the time of employment.