

NOTICE TO ALL EMPLOYEES AND PUBLIC NOTICE OF INTENT TO FILE APPLICATION
FOR PERMANENT ALIEN EMPLOYMENT CERTIFICATION

Pursuant to Section 20 CFR 656.10, you are hereby notified of the intent to file an application for permanent alien certification for the following position:

Assistant Professor-Department of Business and Information Technology in Rolla, Missouri

JOB DUTIES: Assistant Professor position in Information Science & Technology at the Department of Business and Information Technology. The normal teaching load is two courses per semester. The candidate is expected to provide high-quality instruction and research, participate in developing the Information Science & Technology program in the department, play a major role in the development of programs, advise students, and establish and maintain professional relationships.

MINIMUM REQUIREMENTS: PhD or DBA in Management Information Systems, Computer Science, Information Systems, or a closely associated academic area. Knowledge and skills with ERP systems (SAP, MS Dynamics); programming languages (such as: C#, Python, Java, R); and/or databases/data warehouses.

DESIRED: PhD or DBA that meets the minimum qualifications and is from an AACSB accredited institution when the degree is from a business school. ABD candidates with evidence of a definite completion date may be considered. A background in information systems with an emphasis in enterprise resource planning. Evidence of excellence in teaching enterprise resource planning, business analytics, information visualization, blockchain, cloud computing, data engineering, data warehousing, and/or Smart Factory, or related courses at undergraduate and graduate levels. Experience in teaching online or distance classes. Commitment and demonstrable ability to be a productive scholar. Strong interest in research and teaching in enterprise resource planning, AI-enabled business process engineering, business analytics, information visualization, blockchain, cloud computing, data engineering, data warehousing, and/or Smart Factory. Excellent communication and ability to work effectively with diverse groups.

Must have proof of legal authority to work in the United States.

Reply to:

Dr. Cassie Elrod
Chair, Department of Business & Information Technology
The Curators of the University of Missouri

Missouri University of Science and Technology
101 Fulton Hall, 301 W. 14th Street
Rolla, MO 65409
Telephone: 573-341-7212

This notice is being provided as a result of the filing of an application for permanent alien labor certification for the job opportunity described below. Any person wishing to comment may provide documentary evidence to the Certifying Officer, U.S. Department of Labor; Employment and Training Administration; Office of Foreign Labor Certification; 200 Constitution Avenue NW, Room N-5311; Washington, DC 20210.

The above was posted in a conspicuous, visible and unobstructed place, on the business premises from _____, 2026 through _____, 2026.

Specifically, the notice was placed (*please indicate if placed on Department Bulletin Board, on Cafeteria Announcement Board, etc.*):

Please indicate 2nd posting, if applicable:

The notice was also posted on the "in house" media from _____, 2026 to _____, 2026, as evidenced by the attached date stamped website postings, or,

We do not use an "in house" media for posting similar positions.

Signed: _____ Date: _____
Dr. Cassie Elrod
Chair
Department of Business & Information Technology

Internal Posting: Exhibit A

(EXHIBIT B)

DOCUMENTS/ EVIDENCE NEED TO PREPARE A FACULTY PETITION

Obtaining permanent residency through labor certification can be a lengthy and complicated process. The earlier we file the case, the sooner the overall permanent residency petition is likely to be approved.

The people within the Labor and Immigration agencies who adjudicate such applications scrutinize them carefully, insist on thorough and good faith compliance, and can be quite technical in their reading of the applicable regulations. Therefore, to the greatest extent possible we should follow the regulations literally.

The labor certification file must contain a statement, signed by the person who has actual hiring authority for the position, which describes the recruitment process used to fill the position and provides details regarding the applicants. We will draft this statement, but will need the following information in order to do so:

1. A copy of at least one **print** advertisement that was placed in a national professional journal during the recruitment process. We will need the name and date of the publication to be clear; so if it does not appear on the actual page that your advertisement appeared, please forward us a copy of the cover of the journal. We also would like copies of any other advertisements **that are still available**, including additional professional journals, web announcements or mailings that were used as part of the recruitment process.

2. A short description of the recruitment process, the interview criteria, applicant ranking, and selection of the finalists. If a complete report was made for Affirmative Action about the selection process, we can usually get what we need from obtaining a copy of this report.

3. Sometimes the Affirmative Action report may not have all of these details about the applicants. The labor certification application must show that the individual selected was more qualified than all U.S. workers (i.e. U.S. citizens and U.S. permanent residents) who applied and were ultimately interested in the position. **If a list of the applicants and reason for rejection does not already exist, we will need to supplement the file with information about the applicants.** In order to facilitate the process, we have enclosed a matrix for

your review. Please list the name of every person who applied, along the vertical axis and list each criterion used to evaluate applicants along the horizontal axis. The criteria should include all the qualifications listed in the advertisements for the job plus any other criteria used to evaluate applicants. If the University does not want to list the names of applicants, for reasons of confidentiality, it is permissible to use a code number or initials instead of the name for each applicant, so long as the University keeps a record of the code number assignments in the unlikely event the file is audited. **Please note that the applications received for the position should be retained for 5 years from the date of the filing the Labor Certification application.**

We have already filled in the first three criteria columns with information that we need. Under status for each applicant please note whether she is a U.S. citizen ("USC"), a U.S. permanent resident ("PR") or a non-U.S. worker. If a non-U.S. worker, please state "other". If an applicant's status is "other" (i.e. a non-U.S. worker), then you do not need to provide any other information regarding that applicant. If it is not known whether the person is a U.S. citizen, permanent resident, or non-U.S. worker, please state "unknown". Please do not **assume** that someone is a non-U.S. worker because of their name. However, if an applicant indicates that they are in F-1 or J-1 status or that they would need to be sponsored for an H-1B visa petition, then they are a non-US worker.

For every applicant whose status is listed as USC, PR or unknown, you need to fill in the matrix unless there is a reason for not hiring a particular applicant based upon her own actions (e.g. an incomplete application was submitted, the applicant withdrew from consideration, refused to relocate, failed to attend an interview or turned down the job offer, etc.). If an applicant was not hired based upon her own actions, simply write the reason across the matrix and do not provide any information for that person.

The second and third columns in the matrix simply ask whether or not the applicant was a finalist and whether or not she was interviewed.