NOTICE OF FILING

An application concerning the employment of an alien worker for the following permanent position will be filed with the U.S. Department of Labor. This Notice of Filing will be posted for at least 10 consecutive business days, ending between 30 and 180 days before filing the permanent labor certification application.

Position: Academic Advisor Senior

Duties: This position advises individual Chinese students and provides group educational guidance services to Chinese students who wish to undertake studies in the Huntsman School of Business at Utah State University. This position counsels Chinese students in matters such as prerequisites, registration, general education, major and minor requirements, campus transfer process, articulation of transfer credit and finding appropriate mentors – with emphasis on helping those students understand and overcome differences between American and Chinese cultures and educational systems. This position is responsible for maintaining student data so as to track students' academic and social progress and to intervene when difficult situations occur. Position requires one to three trips annually to China to visit students.

Qualifications: Bachelor’s degree required; demonstrable knowledge of both American and Chinese higher education systems and culture; fluency in written and oral English and Mandarin; demonstrable ability to work effectively with individual Chinese students; travel to China one to three times per year; ability to multi-task and work well under pressure; demonstrable ability in basic computer programs (MSWord, Excel, PowerPoint).

Salary: At least $48,422 annually. (Utah State University will pay or exceed the prevailing wage, as determined by the U.S. Department of Labor.)

Location of Employment: China Cooperative Academic Programs
Department of Economics & Finance
3565 Old Main Hill
Logan, UT 84322-3565

This notice is provided in compliance with 20 CFR §656.10(d). Any person may provide documentary evidence bearing on the application to the Certifying Officer of the U.S. Department of Labor, Atlanta National Processing Center, Harris Tower, 233 Peachtree Street, Suite 410, Atlanta, Georgia 30303.

This notice is being provided to workers in the place of intended employment by the following means:

- Posting a clearly visible and unobstructed notice, for at least 10 consecutive business days, in conspicuous location(s) in the workplace, where employer's U.S. workers can readily read the posted notice, including but not limited to locations in the immediate vicinity of the wage and hour notices.

  And

- Publishing the notice in any and all in-house media, whether electronic or printed, in accordance with the normal procedures used for the recruitment of similar positions in the employer's organization.
In-house Media Notice of Filing

Date When In-house Media Notice Posted: ________________________________

Date When In-house Media Notice Removed: ________________________________

Location where the notice was posted: Utah State University's Human Resource Office's Employment website: http://hr.usu/jobs

I attest under penalty of perjury that the above in-house media Notice of Filing was posted as shown.

____________________________________  ________________________________
[Printed name & title]  [Signature]

Date: ______________________________

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