

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INTERNATIONAL TRADE SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of the Dean-Economic Development and Customized Training, serve as the coordinator for developing and providing International Trade counseling, training and referral services to clients of the college's Small Business Development and International Trade Center.

REPRESENTATIVE DUTIES:

Coordinate and provide counseling services to new and on-going International Trade clients; conduct research for clients as necessary. *E*

Analyze need for ongoing, in-depth client counseling; develop client case file including client profile, statement of needs, business goals; provide a portion of the in-depth counseling. *E*

Respond to a variety of questions and concerns related to the International Trade Center services and programs; assist consultants with a variety of needs and information as necessary. *E*

Develop and coordinate workshop, seminar, and conference schedule, topics, and presenters; develop the marketing plan for each activity and complete the promotion and coordination for each activity. *E*

Coordinate with the Dean of Economic Development and the Dean of Business on the development and modification of credit curriculum on topics related to International Trade. *E*

Serve as the college's representative on the ED>NET Statewide Committee for Centers for International Trade Development and the statewide California Community College International Trade Development Committee. *E*

Coordinate the development and use of electronic data bases, software, and printed materials related to international trade. *E*

Gather and analyze related data on international trade; prepare a variety of records and reports. *E*

Recommend policies, and develop and monitor cooperative agreements with other agencies and organizations involved with providing international trade services. *E*

Catalog and maintain all clearinghouse materials used by the Center for International Trade. *E*

Establish and maintain good community relations - speaking engagements, attendance at designated organizations, and others. *E*

Perform outreach services to business and industry. *E*

Coordinate and staff SBDITC services at the San Diego World Trade Center. *E*

Coordinate international trade counseling services at the Imperial Valley satellite center and other SBDITC outreach centers. *E*

Provide inter-agency coordination of international trade services in San Diego County. *E*

Recommend and monitor procedures and policies to assure compliance with the Chancellor's Office and SBA contracts related to international trade services. *E*

Assist in the evaluation of part-time consultants and support staff.

Assist other Center staff members as needed; coordinate schedule of activities.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of business and international trade transactions.

Principles and techniques of curriculum development and training.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Program planning.

Public relations.

Labor market conditions and trends of program.

California community college programs and services.

ABILITY TO:

Use effective counseling techniques with clients.

Establish effective relations with clients, faculty, staff, students and the business community.

Interpret, apply and explain regulations, policies and procedures.

Plan, organize and administer assigned program and activities.

Prepare a variety of reports, proposals and agendas.

Research and analyze data.

Plan, conduct and attend a variety of meetings.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's Degree from an accredited college or university in a business or related field and three years of business and international trade experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving to a variety of locations to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.