CLASS TITLE: INTERNATIONAL TRADE SPECIALIST

BASIC FUNCTION:

Under the direction of Dean-Economic Development and Customized Training, provide specialized and technical information and training in support of the college International Trade Center; develop and provide international trade consulting, training and referral services to clients; coordinate the MEXUS program activities and projects with Southwestern College and Mexican universities.

REPRESENTATIVE DUTIES:

Provide specialized and technical information and training in support of the college International Trade Center; develop and provide international trade consulting, training and referral services to clients. E

Develop specialized research related to environmental technology exports form US companies; develop and prepare marketing plans for workshops, international trade seminars, conferences and trade shows. E

Coordinate the MEXUS program activities and projects with Southwestern College and Mexican universities; participate in the selection of program participants; arrange for on-campus support for student participation, such as mentors, peer advisors and others. 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 consultation. E

Provide initial consulting services to new International Trade clients; analyze individual program needs and develop client case files; recruit and recommend part-time international trade consultants as appropriate. 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

Organize and coordinate a variety of program-related activities and events, including social, cultural, and educational activities and events. E

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

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

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

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Principles and practices of business and international trade.
- Principles and techniques of curriculum development and training.
- Latin America and Mexico economic, social, and political conditions.
- 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 in a designated second language.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving to a variety of locations and Mexico to conduct work.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard
Sitting or standing for extended periods of time.