

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INTERNATIONAL TRADE SPECIALIST

BASIC FUNCTION:

Under the general direction of the Dean of Economic Development and Customized Training and the direction of the SBDITC Operations Manager, serve as the specialist for developing and providing International Trade counseling, training, and referral services to clients of the College's Small Business Development & International Trade Center (SBDITC).

REPRESENTATIVE DUTIES:

Provide initial counseling services to new International Trade clients; analyze need for ongoing, in-depth client counseling; provide a portion of the in-depth counseling. *E*

Develop client case files including client profile, statement of needs, and business goals. *E*

Recruit and recommend part-time International Trade consultants to the SBDITC Operations Manager; coordinate and schedule their services with clients needing international trade counseling; assist in the evaluation of part-time consultants. *E*

Develop workshop, seminar, and conference schedules, topics, and presenters; develop marketing plan for each activity; assist with the promotion and coordination of each activity. *E*

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

Gather and analyze data related to international trade; coordinate the development and use of electronic data bases, software, and printed materials related to International Trade programs; recommend clearinghouse materials used by the Small Business Development & International Trade Center. *E*

Prepare a variety of records and reports. *E*

Assist in the development of cooperative agreements with other agencies and organizations involved with providing international trade services. *E*

Establish and maintain good community relations including to participate in speaking engagements and attend meetings of designated organizations. *E*

Attend, as necessary, the quarterly ED>NET statewide meetings for Centers for International Trade Development. *E*

Perform outreach services to business and industry. *E*

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

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of business and international trade.

Principles and techniques of curriculum development and training.

International Trade Specialist - Continued

Program planning principles and practices.
Public relations principles and techniques.
Labor market conditions.
Goals and objectives of the program.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Use effective counseling techniques with clients.
Plan, organize and administer assigned program activities.
Interpret, apply, and explain applicable rules, regulations, policies, and procedures.
Prepare a variety of narrative and statistical reports, proposals and agendas.
Research and analyze data.
Compile and maintain accurate and complete records and files.
Plan, conduct and attend a variety of meetings.
Operate a variety of office equipment including a computer.
Meet schedules and deadlines.
Use discretion while working with sensitive and confidential information.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students and the business community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including clients, faculty, staff, students, and members of the business community.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a 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 and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read and verify accuracy of data.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate office equipment.