

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

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 from 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*

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.

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.