

GENERIC POSITION DESCRIPTION

DIRECTOR OF CENTER FOR INTERNATIONAL TRADE DEVELOPMENT

An Academic Supervisory Position (Exempt Status)

Grade 190E

A. General Statement

Under the supervision of the Dean of Global Learning Programs & Services, the Director collaborates with instruction divisions in program development. The position is responsible for providing international business technical assistance to local business, industry, and individuals that need or are interested in international trade development. Under the Doing What Matters initiative, serve as the in-region contact, working with the region's colleges and employers to create alignment around and deliver on workforce training and career pathways. This position is responsible for the development, leadership, and management of the Global Trade and Logistics program at Skyline College. The Director, provides both administrative and academic leadership for global trade and international logistics in the Bay region.

In partnership with the Workforce and Economic Development Division of the CCCCCO, the State Sector Navigator for Global Trade and Logistics, the regional colleges, as well as, the regional consortium, the Director develops long term and short term strategic goals and objectives for the industry and community colleges.

B. Duties & Responsibilities

1. Coordinate Program activities with the CCCCCO EWD Division and State Sector Navigator and other Deputy Sector Navigators for Global Trade and Logistics;
2. Develop, coordinate and lead college teams across the region in the development and evaluation of new and relevant industry practices, curriculum, career pathways and teaching methods for Global Trade and (International) Logistics;
3. Supports the Statewide CIID Director and Sector Navigator by:
 - a. Providing technical and program support to 15 state-wide partners under the California State Trade and Export Promotion (STEP) program.
 - b. Providing global digital marketing services to all STEP partners, including website and social media content management, digital flyers and brochures, translated marketing pieces, and dissemination.
4. Provides technical assistance to clients by:
 - a. Identifying potential markets for their business product or service.
 - b. Conducting international market research.
 - c. Developing international trade leads.
 - d. Assisting with the establishment of contract.
 - e. Identifying qualified agents and distributors for local products in foreign markets.
 - f. Identifying appropriate international financing and licensing.
 - g. Providing assistance with logistics, international shipping, and customs regulations.
 - h. Developing follow-up strategies in order to maintain and expand stable foreign markets for local products.

- i. Providing import/export training and counseling.
 - j. Developing international exchange and business development programs.
5. Leads in the development, preparation and submission of grant proposals;
6. Performs additional duties required to achieve project objectives and activities and meet grant requirements;
7. Perform data inquiries on the Internet to access information via the National Trade Data Bank and other databases as applicable;
8. Chairs and provides staff support to the CITD advisory group comprised of representatives from faculty, business, government, other educational institutions and the community;
9. Serves as a member of the Management Leadership Association;
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations;
11. Prepare grant reports as needed for the CCCCO and SMCCCD;
12. Conduct labor market research and consult with industry and faculty to develop new curriculum within the region and articulation with K-12 and CCs;
13. Researching and evaluating new industry practices/program and course proposals on an ongoing basis to identify new industry-oriented opportunities to complement course offerings in a response to industry, academic and community needs;
14. Facilitate, align and conduct activities with community government leaders, business and industry to create opportunities to meet the needs of underserved communities that lead to effective practices and outcome-based program and workforce development;
15. Determine Global Trade and Logistics staffing needs for ongoing department operations and various programs; hiring, training, and supervising permanent, short term, and student assistant staff as needed with seasonal fluctuation, securing necessary board approval;
16. Coordinating activities with other District and regional centers, including the CITD and Small Business Centers;
17. Developing, planning, and administering the departmental budget to ensure a self-supporting budget;
18. Develop, coordinate and facilitate a program advisory committee to successfully develop courses and/or programs in Global Trade and Logistics;
19. Manage the Global Trade and Logistics website on an ongoing basis and supervising staff update of content;
20. Perform other duties as assigned.

C. Requirements

This classification requires a Master's Degree from an accredited institution preferably in Business Administration, International Trade/Business or related discipline with exposure to International Logistics or International Relations AND a combination of education and more than one year of full-time experience directly related experience in international business education, export promotion or export assistance, international logistics, knowledge of government resources and policies that promote trade. The classification requires experience in public speaking and writing grants and proposals and the use of a variety of computer software for written materials, financial documents, and presentations. The classification also requires knowledge of international trade organizations, both public and private that promote trade in California or the United States and excellent English language written and oral communication skills. The ability to write, read, and speak a second language other than English is desired.

The candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

D. Desirable Skills & Abilities

1. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines
2. Ability to think critically and solve problems
3. Skill in communicating effectively with people at various levels within an organization
4. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups and abilities
5. Knowledge and experience in developing new programs
6. Skill in supervising and evaluating the work of others
7. Knowledge of the techniques of budget planning, monitoring, forecasting, and analysis
8. Skill in written communication
9. Skill in oral communications, including public speaking
10. Skill in research, compiling data for, formatting and effectively presenting data for a variety of audiences
11. Skill in use of a variety of computer software to enter, format and present complex financial, statistical and other data
12. Ability to manage projects, put systems in place, and design effective communication pieces

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