

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Director, Center for International Trade Development

**BASIC FUNCTION:** Under the supervision of the Associate Vice Chancellor for Economic and Community Development, 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 and Deputy Sector Navigator for Global Trade & Logistics, working with the region's colleges and employers to create alignment around and deliver on workforce training and career pathways.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not Applicable.

**REPRESENTATIVE DUTIES:**

1. As Deputy Sector Navigator for Global Trade and Logistics, support the CCCCCO by:
  - a. Meeting goals as written in the approved and awarded Deputy Sector Navigator (DSN) application.
  - b. Leading regional efforts in identifying opportunities.
  - c. Establishing collaborative systems and structures that involve regional secondary and post-secondary schools and industry partners.
  - d. Integrating resources to design and deliver workforce training and business development services into regional projects that advance and sustain California's economic growth and increase jobs through global trade.
2. Supports the Statewide CITD 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.
3. 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.
4. Maintains a system of data collection and reporting for the DSN/CITD and California STEP program to satisfy state and local requirements such as:
  - a. Consulting and technical assistance services.
  - b. Curriculum development and dissemination
  - c. Number of clients served per month.
  - d. Nature of consulting/technical assistance provided.

5. Assists in the promotion of California STEP and CITD programs and services by disseminating information and marketing center services through digital marketing, local Chambers of Commerce, women's development agencies, and federal and state agencies whose mission is to promote international trade.
6. Develops partnerships with local, state, and federal agencies and organizations, which promote and encourage international trade.
7. Maintains close working relationship with the regional colleges and faculty in promoting international trade/business education.
8. Assists the Department Chairs of Business Administration in the Desert Regional Consortium and Associate Vice Chancellor of Economic and Community Development to develop and modify credit curriculum on topics related to global trade and logistics.
9. Assists in the development, preparation and submission of grant proposals.
10. Performs additional duties required to achieve project objectives and activities and meet grant requirements. Perform data inquiries on the Internet to access information via the National Trade Data Bank and other databases as applicable.
11. Chairs and provides staff support to the CITD advisory group comprised of representatives from faculty, business, government, other educational institutions and the community.
12. Serves as a member of the Management Leadership Association.
13. 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.
14. Performs other related responsibilities as may be assigned.

**EDUCATION:** Bachelor's degree from an accredited institution preferably in business or related discipline with exposure to international business or international relations.

**EXPERIENCE:** At least three years directly related experience in international business education, export promotion or export assistance, and knowledge of government resources and policies that promote trade. Experience in public speaking and writing grants and proposals is desired.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** International trade organizations, both public and private that promote trade in California or the United States.

**ABILITY TO:** Excellent English language written and oral communication skills is required. The ability to write, read, and speak a second language other than English is desired.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a)

**CONTACTS:** Co-workers, staff, faculty, local, state, and federal agencies and organizations, Chamber of Commerce, women's development agencies, customs, agents and distributors.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.