

## Citrus College

## Position Description

Position: Assistant to the Director of the Center for International Trade Development and California-Mexico Trade Assistance Center	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 34

### Summary

Under the direction of the CITD & CMTAC Director, the Assistant performs a wide variety of specialized and highly responsible operational support duties to ensure timely and efficient operations of the Grant funded program.

### Distinguishing Career Features

The operational environment of the CITD & CMTAC is that of a small business where there is no set pattern of daily activities and demands change frequently in anticipation of and in response to the needs of the CITD & CMTAC clients, partners, Chancellor's Office, and the actions of competitors.

### Essential Duties and Responsibilities

Represents the CITD & CMTAC of Citrus College, with and/or in place of the CITD & CMTAC Director, at events such as meetings, conferences, receptions; held by International Trade associations, Chambers of Commerce, Economic Development Agencies/Corporation, colleges and universities in the greater Los Angeles area. Assists in preparation for, and the hosting of, visiting international delegations to the CITD & CMTAC, as well as to clients and key supporting partners of the CITD & CMTAC Assists with maintaining and planning for proper grant performance and compliance procedures for the CITD and CMTAC grant, including: planning for proper and timely budget expenditures, data collection, analysis and inputting to statewide/central reporting system of the Chancellor's Office. Assists in planning, preparation and distribution of marketing outreach and program income generating materials and activities. Assists in preparation for, and participates in, trade shows, conferences, and workshops. Assists in the timely and effective scheduling of activities, one-on-one technical assistance, training workshops, meetings and resources of the Director, the contract consultants, and operating partners of the CITD & CMTAC program for the existing full service center operated by the program, and its future satellite service centers as they are established. Screens new clients for needs analysis and appropriate services of the CITD & CMTAC, as well as complementary partners such as the Small Business Development Center of Mt. San Antonio College, U.S. Department of Commerce-Commercial Service, the statewide CITD & CMTAC program, appropriate state and federal agencies, and agencies of other countries. Schedules and confirms appointments for the Director, the contract consultants, and clients of the CITD & CMTAC program, including travel arrangements for the Director. Prepares correspondence and promotional materials from minimum oral and written instructions.

### Qualifications

#### ▪ Knowledge and Skills

Educational Advisor

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Effective July 1, 2004. Revised & Approved by CSEA 12/14/05 \_\_\_\_\_

Knowledge of International trade. The ability to interact with International Cultures. Knowledge of marketing and promotions. Knowledge of operations, procedures and rules of grant funded economic development programs and California Community Colleges.

- **Abilities**

The ability to operate computers and specialized computer application programs including MS-Office, Word, Excel, PowerPoint, Publisher, Front Page, and perform research via the Internet. The ability to work effectively with varied and diverse clients, partners and supporters of the CITD & CMTAC program including businesses, statewide CITD & CMTAC programs, federal, state and local government agencies, economic development and international trade organizations, other community college and universities. The ability to work in a diverse, small business environment and be sensitive to the needs of clients and partners whose first language is not English. The ability to communicate effectively both orally and in writing. The ability to work independently with little direction.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

Associate's Degree in Business, emphasis in International Business, International Studies, International Political Science or related fields. Experience in International Business/Trade activities. Experience in Grant funded programs. Strong and effective interpersonal skills are a critical requirement of this position.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**