



Position Description

Assistant to the Director

Position Assistant to the Director
Department/Site Center for International Trade Development and California-Mexico
Trade Assistance Center
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.

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.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**
 - 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.



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- Abilities

- Requires 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.
- Requires 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.
- Requires 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.
- Requires the ability to communicate effectively both orally and in writing.
- Requires the ability to work independently with little direction.

Physical Abilities

- 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

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of international business/trade experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of international business/trade experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work performed indoors where minimal safety considerations exist.