

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

**JOB TITLE:** Statewide Director, Centers for International Trade Development

**BASIC FUNCTION:** Under the supervision of the area Dean, provides leadership to 14 trade promotion offices (Centers for International Trade Development) throughout the State of California which are hosted by Community College Districts and funded by the California Community College's Economic Development Program; serves as a liaison to local, state, federal, and international organizations and agencies.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs assigned staff.

**REPRESENTATIVE DUTIES:**

1. Directs the strategic planning for the Center for International Trade Development (CITD) initiative; continuous refinement of strategies, target segments, and goals, through feedback from stakeholders (federal, state, local, international); identifies areas of need, potential responses and funding resources to address those needs and create value.
2. Develops partnerships with business and industry groups, State Agencies, the Governor's office, foreign government officials to promote international trade in California.
3. Develops and coordinates joint projects across centers and other economic and workforce development objectives to enhance the program's effectiveness.
4. Performs marketing and public relations activities for the Centers for International Trade Development and the Community College's Economic and Workforce Development effort through multiple mediums including print, web, electronic, conferences and multiple stakeholder groups including the business community, community colleges, the legislature, and others.
5. Assists in the dissemination of knowledge, information, and best practices for operating a CITD office and supporting the overall objectives and mission of the California Community College's Economic and Workforce Development Program.
6. Reviews individual CITD plans, activity levels, reporting compliance and outcomes as requested.
7. Assists CITD centers and college economic and workforce development programs to identify regional/industry clusters needs with respect to international business development, and provides strategic support to respond to those needs.
8. Serves as a member of the Management Association.
9. 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.
10. Participates in local, regional, state, national, and international activities to promote the Riverside Community College District and the California community college movement.

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11. Performs other related responsibilities as may be assigned.

**EDUCATION:** A bachelor's degree in business, marketing, or a related field is required. A master's degree in business administration is desired. Degrees must be from an accredited institution.

**EXPERIENCE:** At least five years of management experience in international business development gained through private and/or public sector professional activities and employment, including overseas work experience and/or director negotiations with international customers and suppliers are required. Experience in acquiring federal, state, and/or private financial resources for non-profit organizations, typically through grants and/or sponsorships is required. Fiscal and programmatic management experience for non-governmental and/or grant-funded projects is desired.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** international trade development trends, including the impact of monetary, political, economic, and commercial market drivers on global trade; strong command of office systems, including Microsoft Office and electronic communications mediums; active partnerships with private and public international business development organizations, such as the US Department of Commerce, International Trade Administration, foreign consulates and trade promotion agencies, and industry associations; California Community Colleges Economic and Workforce Development Programs, Centers for International Trade Development (CITD), and/or other statewide economic development initiatives.

**ABILITY TO:** travel up to 30% of the time both domestically and internationally.

**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:** Governor's Office, State of Californian Agency Senior Management, California Community Colleges Chancellor's Office, variety of Community College Districts, Federal Agencies and Foreign Government Representatives, and the Business Community.

**WORKING CONDITIONS:** 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.