

INTERESTED APPLICANTS REPLY TO:

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*World Trade Center St. Louis
Instructor Descriptions (Chancellors Certificate in International Trade)
March, 2014*

- Instructors Needed:**
1. Introduction to International Trade
 2. International Transactions
 3. International Ocean & Air Transportation
 4. International Business Culture
 5. Export Control & Risk Management
 6. Customs Classification & Valuation
 7. Becoming a Certified Global Business Professional (CGBP)

Department: Training and Programs

Summary:

The World Trade Center St. Louis in partnership with the University of Missouri – St. Louis, seeks six instructors with practitioner/professional backgrounds as part of its Chancellors Certificate in International Trade (CCIT) program. The program is designed to provide international business managers with practical know-how and information on how to successfully engage in international business.

Status:

Instructors will be 1099 independent contractors

Time Requirements:

Course Development: 30 to 40 hours (estimated)

Course Teaching/Delivery: 15 to 20 hours (estimated)

1. Introduction to International Trade Instructor

Duties and Responsibilities:

- Provide practical know-how and information on how to successfully get started in international business
- Teach subject matter from the perspective of experience and practice
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience, or
- Other equivalent combination of education and experience
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- International business practices and general regulations
- International market trends and opportunities
- International business development practices and resources

- Presentation proficiency and public speaking expertise
 - Knowledge of online course development setting and delivery methods
 - Involvement in regional trade/investment associations
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2. *International Transactions Instructor*

Duties and Responsibilities:

- Provide practical know-how and information on how to successfully execute international transactions
- Teach subject matter from the perspective of experience and practice
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in financial sector, or
- Other equivalent combination of education and experience
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Knowledge of international financial tools such as letters of credit, credit insurance, and other alternative international payment methods
 - Licensing and foreign investment decision making
 - Knowledge of foreign exchange hedging instruments
 - Presentation proficiency and public speaking expertise
 - Knowledge of online course development setting and delivery methods
 - Involvement in regional trade/investment associations
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3. *International Ocean & Air Transportation Instructor*

Duties and Responsibilities:

- Provide practical know-how and information on how to successfully manage logistics concerns and requirements
- Teach subject matter from the perspective of experience and practice
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in logistics sector, or
- Other equivalent combination of education and experience
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Certification in export compliance field preferred
 - Competencies in transportation, inventory, security and warehousing
 - Competency in facilitation of international rules/regulations
 - Presentation proficiency and public speaking expertise
 - Knowledge of online course development setting and delivery methods
 - Involvement in regional trade/investment associations
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4. *International Business Culture Instructor*

Duties and Responsibilities:

- Provide practical know-how and information on how to successfully/scientifically manage cultural differences
- Teach subject matter from the perspective of experience and practice
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in either a diplomatic or international business development sector, or
- Other equivalent combination of education and experience
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Knowledge of business communication patterns and practices
 - Knowledge of theoretical constructs for interpreting/navigating different cultures
 - Competency in international diplomacy, protocol and etiquette
 - Presentation proficiency and public speaking expertise
 - Knowledge of online course development setting and delivery methods
 - Involvement in regional trade/investment associations
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5. *Export Control & Risk Management Instructor*

Duties and Responsibilities:

- Provide practical know-how and information on how to successfully control risk involved with exporting
- Teach subject matter from the perspective of experience and practice
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred

- 10 to 15 years of progressively more responsible related work experience in logistics sector, or
- Other equivalent combination of education and experience
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Certification in export compliance field preferred
- Knowledge/application of CBP/EAR/ITAR regulations
- Competency in facilitation of international rules/regulations
- Presentation proficiency and public speaking expertise
- Knowledge of online course development setting and delivery methods
- Involvement in regional trade/investment associations

6. *Customs Classification & Valuation Instructor*

Duties and Responsibilities:

- Provide practical know-how and information on how to properly classify and value goods/products being exporting
- Teach subject matter from the perspective of experience and practice
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in international legal or compliance related sectors, or
- Other equivalent combination of education and experience
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Competency in classification/valuation practices, investigations, audits, and penalty proceedings
- Knowledge/application of Harmonized Tariff Schedules
- Competency in facilitation of international rules/regulations
- Presentation proficiency and public speaking expertise
- Knowledge of online course development setting and delivery methods
- Involvement in regional trade/investment associations

7. *Becoming a Certified Global Business Professional (CGBP) Instructor*

Duties and Responsibilities:

- Provide practical know-how and information on how to help people involved in international business achieve CGBP accreditation.
- Teach subject matter from the perspective of experience and practice

- Develop course material
- Create presentations, handouts, notes, and any applicable material
- Interact with CCIT participants with command of subject matter

Education and Experience:

- Four year degree in business or international studies related fields; graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in providing instruction on how to become a Certified Global Business Professional (CGBP)
- Other equivalent combination of education and experience including seminars and written works such as PowerPoint presentations, handout materials, website, etc
- Previous coaching/teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Achievement of the CGBP accreditation
- Competency in all four domains of the CGBP exam: Global Business Management; Global Marketing; Supply Chain Management; and Trade Finance
- Competency in the topics that cross all the four CGBP domains such as: documentation; legal/regulatory compliance; intercultural awareness; and technology resources.
- Knowledge/application of NASBITE's CGBP testing and accreditation process
- Competency in facilitation of international rules/regulations
- Presentation proficiency and public speaking expertise
- Knowledge of online course development setting and delivery methods
- Involvement in NASBITE and other regional trade/investment associations