

January 25, 2012

WORLD TRADE CENTER ST. LOUIS AND ST. LOUIS COUNTY ECONOMIC COUNCIL IN PARTNERSHIP WITH THE UNIVERSITY OF MISSOURI – ST. LOUIS IS ACCEPTING APPLICATIONS / RESUMES FOR INSTRUCTORS TO TEACH ITS CHANCELLOR’S CERTIFICATE IN INTERNATIONAL TRADE PROGRAM. SIX INSTRUCTORS ARE NEEDED FOR THE FOLLOWING SUBJECTS:

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

FUNDING FOR THIS PROGRAM IS THROUGH A ONE-YEAR GRANT AWARDED BY THE ECONOMIC DEVELOPMENT ADMINISTRATION OF THE U.S. DEPARTMENT OF COMMERCE. DETAILED DESCRIPTIONS ARE ATTACHED.

INTERESTED APPLICANTS SHOULD REPLY BY THURSDAY, FEBRUARY 16, 2012 TO:

STELLA SHEEHAN
DIRECTOR, PROGRAMS & TRAINING
WORLD TRADE CENTER ST. LOUIS
121 SOUTH MERAMEC, SUITE 1111
ST. LOUIS, MO 63105
314-615-8141
ssheehan@worldtradecenter-stl.com

POSITIONS ARE OPEN EFFECTIVE IMMEDIATELY.

EQUAL OPPORTUNITY EMPLOYER.

- 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

Department: World Trade Center St. Louis

Summary:

The St. Louis County Economic Council through its World Trade Center St. Louis division in partnership with the University of Missouri – St. Louis, seeks six instructors with solid practitioner/professional backgrounds to be instructors 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 trade.

Compensation (per subject area):

\$1,000 for development

\$500 for delivery

Status:

Instructors will be 1099 independent contractors

Time Requirements:

Development: varies by subject matter

Delivery: approximately three to four hours

1. Introduction to International Trade Instructor

Duties and Responsibilities:

- Provide practical know-how and information on how to successfully begin international business with emphasis on Asian trade
- Teach subject matter from the perspective of experience and practice in Asia
- 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, preferably in a STEM (science, technology, engineering, mathematics) discipline
- Graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in Asia, or
- Other equivalent combination of education and experience

- Previous teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Asian business practices and general regulations
- Asian international market trends and opportunities
- Asian 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

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
- 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, preferably in a STEM (science, technology, engineering, mathematics) discipline
- 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 teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Knowledge of international financial tools such as letters of credit (UCP 600), 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

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
- 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, preferably in a STEM (science, technology, engineering, mathematics) discipline
- 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 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
-

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
- 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, preferably in a STEM (science, technology, engineering, mathematics) discipline
- Graduate education or advanced degree preferred
- 10 to 15 years of progressively more responsible related work experience in either a diplomatic or business development sector, or
- Other equivalent combination of education and experience
- Previous teaching experience with business professionals and senior executives

Knowledge, Skills, and Abilities:

- Knowledge of business communication patterns and practices, particularly in Asia
- Knowledge of theoretical constructs for interpreting/navigating different cultures in Asia
- Competency in international diplomacy, protocol and etiquette in Asia
- Presentation proficiency and public speaking expertise

- Knowledge of online course development setting and delivery methods
 - Involvement in regional trade/investment associations
-

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
- 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, preferably in a STEM (science, technology, engineering, mathematics) discipline
- 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 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
- 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, preferably in a STEM (science, technology, engineering, mathematics) discipline
- 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 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