

CLASSIFICATION SPECIFICATION

International Education Partnership Specialist

FT/PT Class Code: 3067, 3567 Pay Grade: B/C 20 FLSA: Exempt Est. 12/16/04

SUMMARY STATEMENT: A class incumbent is responsible for providing guidance regarding international business practices, developing international training projects, identifying funding sources, and writing and managing grants and international education and training projects. In addition, an incumbent provides consultant services to international companies and governments.

NATURE AND SCOPE:

A class incumbent typically reports to an administrative supervisor and may supervise and/or train personnel. An incumbent provides expertise in specialty areas that include needs assessments for training in areas of infrastructure development, manufacturing and service industry, and the development of training facilities and programs. An incumbent identifies funding sources and writes and manages grants related to international project development.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Identifies funding sources for international programs and writes and manages grants related to international projects.
2. Interacts with the United States government and foreign government officials to identify training needs and provides assistance through the development of training programs. Ensures the quality of the training provided.
3. Maintains awareness of international economics and identifies economic trends affecting individual countries.
4. Manages consultants and outside contractors.
5. Conducts seminars and workshops to build awareness of Delaware Tech's training and consulting services available in the international market.
6. Serves as a liaison between the College and foreign governments, educational institutions and companies, as well as federal and state agencies associated with international business and training.
7. Advises the Vice President for Academic Affairs regarding opportunities for the College to participate in education, training, and consulting services on an international scale.
8. Researches international and national publications, federal and state guidelines, trade journals, etc., to remain current in technologies and business practices in assigned area(s) of expertise.
9. Prepares a variety of reports, technical articles for publication, and technical input for brochures and flyers.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. Supervises and/or trains personnel as assigned.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of international manufacturing and business practices and opportunities.
- ◇ Knowledge of relevant U.S. and international guidelines for providing training in foreign countries.
- ◇ Knowledge of customs and protocol in foreign countries for conducting education and business.
- ◇ Knowledge of international economics and the ability to identify economic trends.
- ◇ Knowledge of funding sources for international development, education and training.
- ◇ Skill in researching and writing grants, proposals, and reports.
- ◇ Excellent critical and analytical thinking skills.
- ◇ Excellent interpersonal, written, and oral communication skills.
- ◇ Ability to manage international projects and to meet all legal requirements for international travel.
- ◇ Ability to communicate effectively, both orally and in writing to diverse populations.
- ◇ Ability to travel outside of the United States of America.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four years of experience in providing international education/training programs.