

TABLE OF CONTENTS

YOUR FUTURE IN INTERNATIONAL TRADE	2
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Private Sector

• Banking	5
• Communications	8
• Economic and Social Development	9
• Consulting	10
• Education	12
• The International Entrepreneur	13
• Finance	15
• Government Relations and Lobbying	17
• Law	18
• Logistics	20
• Marketing	23
• Public Relations	25
• Sales and Procurement	28
• Trade Policy and Promotion	30
• Merchandise Product Development	33

Public Sector

• U.S. Federal Government	35
• State of California	51
• International Organizations	53
• Agencies of Foreign Countries	56

References

• The California Department of Education Content Standards	58
• Educational Programs	59
• International Trade Associations	61
• Journals	62
• Government Resources on the Internet	64
• Internet Directories	66
• Glossary	68
• Bibliography	72

Going Global

As the world becomes a more global marketplace, all types of businesses seek to expand their operations across national borders and into the world marketplace. Private businesses employ the largest number of individuals in international trade, so they can provide almost unlimited employment opportunities. Most jobs in both the private and public sectors involve marketing, sales, finance, operations, and strategic planning.

As the world marketplace continues to expand, nations become more economically interdependent, so international business and the role of international trade expand as well. Multinational corporations, joint ventures, financial institutions, law firms, consulting agencies, and manufacturers of both goods and services cater to a growing international clientele.

What are the main functions in the world of international trade? Exporting includes the sale of goods, services, or technology produced by a company in one country to customers residing in other countries. Importing is just the reverse: the purchase of goods, services, or technology by a company residing in one country from sellers residing in others.

A third component, foreign sourcing, refers to the purchase of foreign-produced parts, components, materials, and energy. It may include the use of foreign labor to make assemblies or components that will be shipped back to the U.S. for integration into finished products. In addition, foreign sourcing may refer to raising capital in offshore capital or foreign markets.

YOUR FUTURE IN INTERNATIONAL

Throughout history, cities with major trading ports have enjoyed untold opportunity and economic prosperity. Today, international trade is involved in everything we own or use—food, cars, clothing, shoes, homes, roads, bridges and medicines, to name a few. So the opportunities for prosperity continue to expand around the world, and particularly here in California.

According to the Travel and Trade Career Institute, there are currently over half a million career positions in international trade in Southern California (including the transportation industry). Because trade restrictions have been loosened in recent years, companies can now import and export products more freely. This has created increasing opportunities for those interested in international business, trade policy and international affairs. In addition, the Internet provides an ever-expanding global marketplace.

FUN FACTS



One out of every seven jobs in California is directly related to international trade

Trade with the Pacific Rim, as well as with our neighbors to the North and South, is turning Southern California into the new business capital of the world

International trade involves three major activities: exporting, importing, and global supply chain management

TRADE

Where to Look

If your career interests lean toward the private sector, you'll want to focus your search on banking and financial services, advertising and marketing, consulting, tourism, transportation or publishing. In the public sector, you'll find opportunities with the U.S. government, foreign governments and international agencies. The U.S. Department of Commerce, Export-Import Bank, Overseas Private Investment Corporation, World Bank, International Monetary Fund, and the International Trade Center have departments that assist, regulate, and monitor international trading activities. Increasingly, states and cities that are heavily involved with international trade have agencies which perform the same functions.

Although private businesses employ many people internationally, entry level international business positions exist mainly in sales. Many businesses promote employees to higher level positions after several years of experience within the organization.

If you want to prepare for a career in international trade, you should plan to study economics, international relations, and/or general business. Language fluency, experience abroad, and trade knowledge are additional keys to obtaining jobs. Use this handbook to obtain basic information about the many job opportunities that exist in international trade.

Note: This guidebook provides secondary and postsecondary students with an opportunity to explore the career choices in a variety of occupational areas and provides information sources in this growing field. It is designed not only for student use, but also to assist teachers, counselors and others interested in knowing more about job opportunities in international trade.

The information provided was drawn from many sources including books, periodicals, government publications, Internet websites, and journals. Please see bibliography for a detailed source list.

Employment opportunities exist in both private and public sectors

Careers in the Private Sector

Private businesses offer the most employment opportunities in the international arena. As the global economy continues to develop and nations become more interdependent, international business operations will expand accordingly. What we present in the following pages is a sampling of career options. However, as long as markets are changing and growing, this list will continue to evolve as well.

PRIVATE

Banking

THE FAST TRACK

Career Options in Banking

- Corporate finance and investment banking
- Public finance
- Sales and trading
- Retail brokerage
- Asset management

What You'll Need

- Technical background in finance, economics, or politics
- International work experience
- Foreign language fluency
- M.B.A or prior work experience

What You'll Earn

- Associate or entry level—
\$50-60,000 plus signing bonus
- Summer associate or intern programs offer pay-as-you-learn

SECTOR

Getting Started in Banking

Commercial banks are usually more flexible about the background required than are multinational corporations or consulting firms. This flexibility extends beyond the conventional accounting and finance courses to include economics and expertise in international affairs, depending on the bank.

Many banks offer summer associate programs that enable students to work on many of the same projects as permanent employees. Positions may be in the U.S. offices or in an overseas branch. Recruitment for these summer positions generally begins in late fall or early spring, and job availability is subject to the unpredictability of the market. Competition for these positions is fierce, so students are urged to apply early, and be patient and persistent.

It is unusual (but not unheard of) for Americans to be assigned abroad immediately. The trend is to hire foreign nationals to staff offices in their home countries; however, if you prove yourself, after a year or two you may be in an excellent position to negotiate an assignment abroad, particularly if you are fluent in a foreign language and have prior experience in a specific country or region. Language skills are always helpful, but are not a replacement for professional skills and some experience to reinforce linguistic abilities. If a particular language is in demand, you may be able to start with less experience; however, this circumstance is changing as more qualified country nationals are being educated in the United States and Europe.

Training to Be a Commercial Banker

In a training program, you might initially be involved in fulltime academic coursework, although a combination of academic work and on-the-job training has become more common. In either case, the emphasis of the training will be to acquaint you with procedures and problems in evaluating loan applications. Since credit analysis is the heart of much commercial banking, accounting procedures will be stressed, as well as problems of finance, and money and banking practices.

Many large banks publicize their interest in finding the best all-around individual rather than the graduate with the best technical background. Still, statistics of those hired by these large banks demonstrate that most successful candidates have had both coursework in finance and accounting along with experience in the field, either domestic or international.

Two or three internships may allow you to compete successfully with candidates who have completed a two-year analyst program. Sometimes banking internships are more difficult to obtain than fulltime slots, particularly if you have no prior related experience. Therefore you will need to be aggressive and use all your contacts to obtain such an internship.

What Commercial Bankers Do

As a commercial banker you will hold customers' money in bank accounts, lend money, and charge check-writing fees and interest on loans. The work of commercial bankers is critical—this is how retail consumers get their credit lines extended, their checking accounts upgraded, their mortgages, cars, and home improvement loans approved.

Small businesses are highly dependent on their relationship with their commercial bankers. Even when the dot-coms, angel investors, and VCs monopolized the news, most small businesses continued to fund their growth with commercial loans and they still do. Such loans allow them to secure new inventory, cover payroll, remodel their stores, buy fixtures, and manage their overseas accounts receivable.

Commercial Bankers On the Job

- Commercial bankers perform many duties, including:
- Conduct financial analysis to assess client risk and creditworthiness
- Determine opportunities for success
- Recommend business initiatives
- Expand existing business
- Create new products for e-commerce and Internet
- Develop new international markets and clients

Commercial bankers have to combine business insight with strong accounting and interpersonal skills. After all, commercial bankers are at the front lines of the banking business. Ideally, they know their clients' lives intimately and can recommend additional products and services. Commercial bankers are a key distribution point and referral source for the rest of the bank's financial services activities.

A Sampling of Opportunities

International commercial banking offers a variety of jobs, from entry level to upper management. We will briefly describe two of these, to show you the scope of what is available.

- International service/trade officer
- Foreign exchange representative

As an *international service/trade officer* you may negotiate letters of credit, draft a banker's acceptance, or conduct a risk assessment to evaluate a country's solvency, currency liquidity, and political stability. You might also check the consistency of shipment documentation to be sure it meets transaction requirements.

International banks performing exchange services require *foreign exchange representatives* in the areas of retail sales, marketing (particularly to the corporate sector) and customer service. Departments are often organized by target markets.

What Investment Bankers Do

Investment banks are increasingly involved in offering global financial services. They negotiate international financing through mergers and acquisitions, joint ventures, equity participation, and debt issues. These banks provide financing for businesses by floating their stocks and bonds. Most, if not all, U.S. investment banks have some international presence, through either international subsidiaries or affiliates. Many European investment banks, such as Deutsche-Morgan Grenfell and Swiss Bank, have long held an international presence and now are moving more aggressively into Eastern Europe as its markets have opened to Western European, American, and Asian investment.

The Bottom Line

The internationalization of banks and the growth of emerging financial markets in the capitalist world system translate into a wide range of career opportunities in commercial and investment banking. Emerging markets, such as Latin America, Eastern Europe, and Southeast Asia, offer great promise for those with an international affairs background. There is a growing source of jobs as an increasing number of banks take advantage of legislative changes that make it easier for foreign banks to do business in the U.S. and around the world. Banks will continue to benefit from an increase in investments by foreign companies in American manufacturing.

Caroline Brown

First Vice President, Comerica Bank

Education:

B.A. psychology, University of Southern California

World Trade Week: How did you get your first job in this field?

Brown: While in high school and college, I worked part time in the bank's operations department. After graduation, I joined the management training program to become a lending officer. My education involved both academic coursework and on-the-job training.

WTW: What are your major responsibilities?

Brown: I support the bank's lending units as a resource for trade services. Additionally, we want to expand our client base to more import/export companies.

WTW: Describe your typical day at work.

Brown: Primarily, I service existing customers and solicit new trade relationships. I directly contact import/export middle market companies to see if we can assist them with financial services. We obtain many new relationships by referrals, both outside and within the bank. These marketing efforts involve visiting company facilities, reviewing financial statements, and getting an overview of general operations.

WTW: What is the career path in this field?

Brown: I began my career as a general lender and later developed an expertise in the area of trade finance. However, there are many paths. Employees of various departments require different skills and backgrounds. There are corporate security, attorneys, international, investment, human resources, operations, information technologies, and many other positions that support the banking industry.

WTW: What personal qualities have helped you become successful?

Brown: I think being highly analytical is key. My knowledge of general accounting and lending is important, so that I can have a foundation to analyze credit requests and determine sources of loan repayment for credit requests. I enjoy finding solutions for businesses. Every company is different and I learn about various industries, products, and services.

WTW: What are the toughest challenges you face?

Brown: In a slow economy, new business development is the most challenging.

WTW: What advice would you give someone seeking a career in international banking?

Brown: An accounting, finance, marketing, or international background is ideal. In many instances, it isn't necessary to have an M.B.A. However, prior work experience is an asset and frequently required. While I was in the management training program I worked in many different areas of the bank to develop an in-depth banking background. Comerica Bank has entry level credit analyst positions that will allow individuals an opportunity to obtain lending experience by analyzing financial statements and completing credit write-ups prior to working as a lender.

Communications

The Fast Track

Career Options

- International trade journalist
- Foreign relations officer
- Industrial and labor relations representative
- International services specialist
- Public information officer
- Technical systems integration consultant
- Telecommunications specialist

What You'll Need

- Journalism or communications degree
- A talent for writing
- Foreign language fluency (Arabic, Chinese, French, Spanish or Russian)
- Expertise in the arts, business/finance, environment, politics, radio/TV, or sports

What You'll Earn

- Entry level salaries range from \$35-55,000

Today's Opportunities

Media in general, including newspapers, magazines, TV, radio and the Internet, have become increasingly global. The glamorous foreign correspondent portrayed in old Alfred Hitchcock movies is gone, replaced by a whole new generation of professional journalists, bloggers, and embedded reporters.

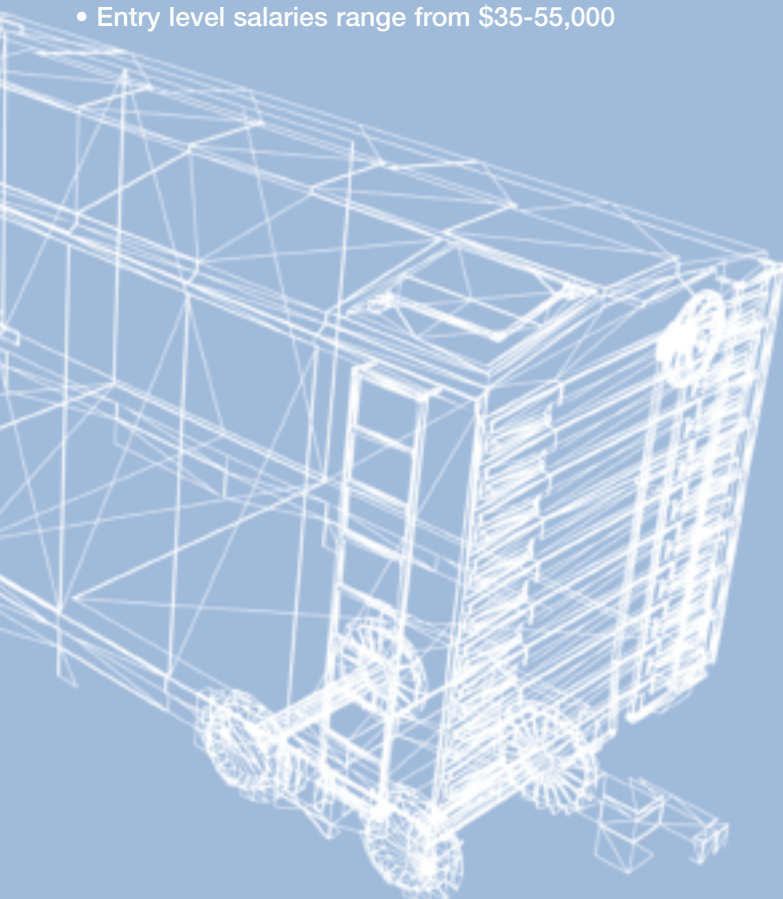
Where should you look for opportunities in journalism? Television and radio stations hire staff writers and investigative reporters. Book and magazine publishers look for skilled writers and editors; and businesses require technical writers who are experts in specific industry fields. Major news services provide another important source of international employment.

What You'll Do

Journalists report news and analyze trends for a variety of news media and businesses. To some extent, the life of an international journalist has been glamorized. The reality is much more mundane. Your typical day may include telephone interviews, reading and reviewing documents, researching assigned topics, and writing and rewriting until your editor is pleased. The profession does offer travel, opportunities to meet people from all walks of life, and a chance to exercise the skills of writing and speaking foreign languages. Working conditions are unpredictable and require a deep curiosity and determination to get the story, even in potentially hazardous situations.

The Bottom Line

Jobs in journalism around the world offer some exciting opportunities, and the need for talent in related fields such as public information and labor relations will continue to expand. Today's 289,000 journalists are expected to grow to 356,000 over the next decade. The so-called new media, which includes cable TV networks and the Internet, are growing in numbers and importance. The new media may present the best prospects for those with a sense of adventure and a talent for writing.



The Fast Track

Career Options

The demand for skilled workers in international development falls into four broad categories:

- Advisory, including economists, business experts, and academics
- Teaching and health
- Technical, such as agriculturalists and engineers
- Executives, administrators, and planners

What You'll Need

- A Master's degree is usually required
- Dual degrees, such as ecology and economics, are highly desirable
- Consider getting experience as a volunteer with an organization like the Peace Corps

What You'll Earn

- Entry level salaries are likely to be in the \$30,000 range
- Salary levels may be influenced by economic factors of countries involved

Today's Opportunities

International economic and social development focuses on providing capital, training, and technical assistance to support economic growth and improved social and personal living standards. Governments of developing countries, small businesses, cooperatives, communities, voluntary and self-help groups, and individuals all utilize development assistance. The types of assistance provided may include:

- Resource development
- Production of infrastructure
- Capital and program lending
- Micro-intensive development
- Schools
- Trade workshops
- Health and nutrition classes

What You'll Do

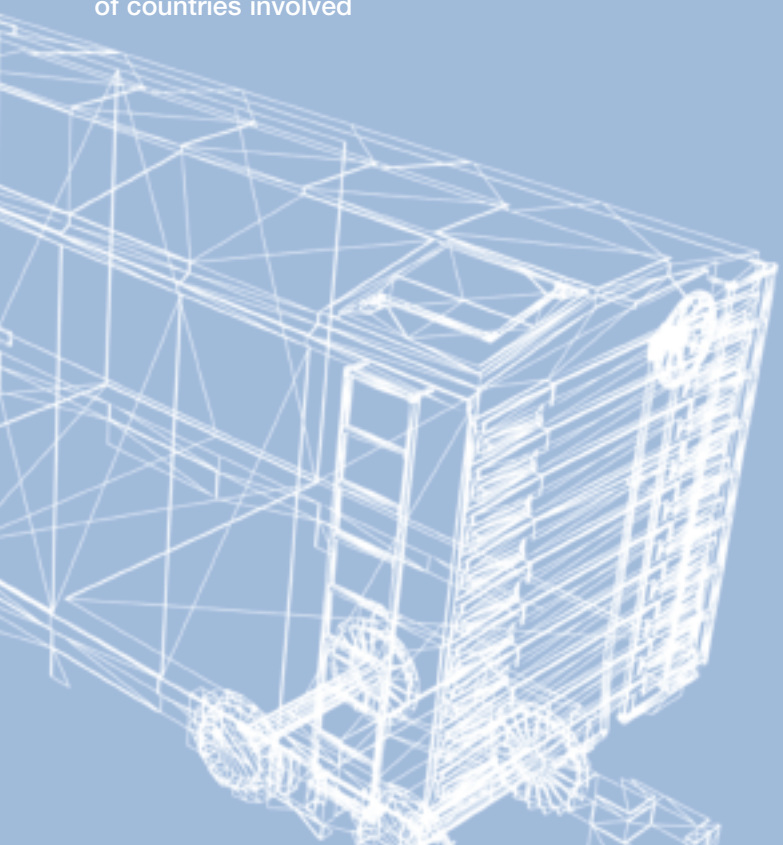
If you are a new graduate with little professional and/or overseas experience, you'll probably start as research assistant or placement coordinator in the home office of a development organization. Or you might work as a volunteer, supporting professionals in the field. These positions are essentially apprenticeships.

For the graduate with experience working overseas (on either a paid or volunteer basis), you might act as an assistant program officer or program evaluator in the home office, or assistant project director or consultant in the field. You'll need good technical skills in fields such as computers, environmental analysis, farming, grant writing, lending, nursing, or teaching.

The Bottom Line

The field of development education is expanding and may provide many future job opportunities. Development education focuses on informing citizens of the developed countries about the developing world, and the economic and social relationships between the two.

Maintaining political support for funding international development assistance is a continuing challenge. Growing global interdependence demands a shift from technical assistance toward a more collaborative approach which emphasizes longer-term goals.



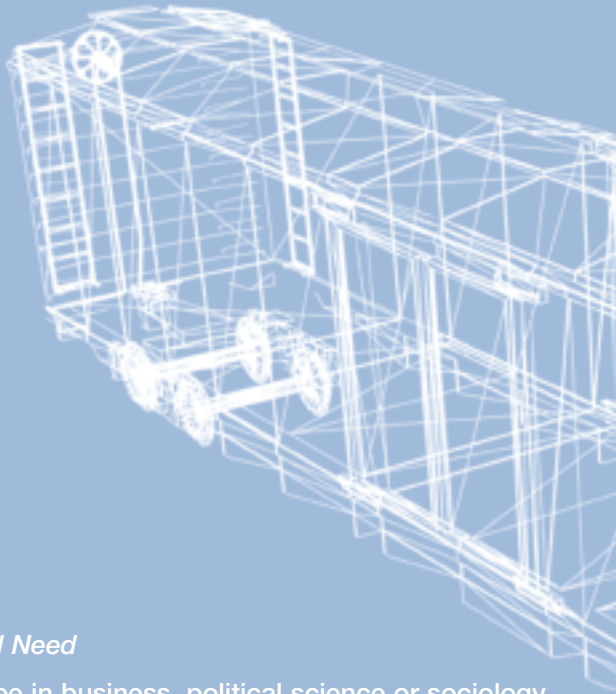
Consulting

The Fast Track

Career Options

Many options are available to consultants with expertise in these areas:

- Finance and banking
- Insurance
- International law
- International management
- International marketing
- Trade
- Transportation
- General project management



What You'll Need

- A degree in business, political science or sociology
- Strong writing, speaking, and analytical skills
- Experience as a intern, or on-the-job training

What You'll Earn

- level salaries are in the \$35-45,000 range
- Potential six-figure incomes are possible for those with specialized experience
- Large firms offer internships or summer associate positions

What You'll Do

“Have talent, will travel” may be the motto of today’s international consultant. As economic and political events change the operating environment for both companies and governments, consultants are increasingly asked to offer solutions to wide ranging and complex problems. A career in consulting offers the opportunity not only to see the world but also to address important strategic, operational, and organizational issues confronting businesses and governments.

Where the Jobs Are

There is a developing trend for businesses to hire consultant specialists on a temporary basis to help meet the increasing costs and complexities of global business growth. Both the public and private sector offer positions for trade consultants. Importers and exporters might want to use the consulting expertise to enter a new market.

Many large companies have in-house consultants, generally senior managers, who assist with their international trade options. The nature and environment of consulting work is very broad. You can tailor an environment where you are comfortable with without much difficulty. You may want to build a solo practice, operating out of your own home office. Or you may choose the large firm route, working in the consulting practice one of the “Big 4” accounting firms—Ernst & Young, PricewaterhouseCoopers, KPMG, or Deloitte Touche Tohmatsu.

The Bottom Line

If you choose consulting in international trade as your profession, begin build your portfolio by obtaining a relevant college degree. Look for an internship to gain experience. Perfect your communications skills. Maintain flexibility as you look for opportunities in major corporations or specialized consulting firms.

REAL WORLD PROFESSIONAL

David E. French

President, David French & Associates, LLC

Management consulting for both domestic and international businesses

Education: B.A. English literature major, business minor; M.B.A., international finance and strategy. Both degrees from Loyola Marymount University

World Trade Week: How did you get started in this field?

French: My early travels truly sparked my interest in working internationally. You learn so much from others, whether in business or life in general. I didn't even know international consulting existed until I started working in the finance area after college. Once I got started, I knew I had found the career for me. It was an instant fit. I found I could apply all the things that I had learned and be challenged every day. I was hooked.

WTW: What are your major responsibilities?

French: I am responsible for the overall management of the firm and the client services it provides, as well as the strategic direction of the firm and its expansion.

Our job is helping businesses grow and achieve their goals. In many cases, we're saving businesses and getting them to where they want to go. There is a tremendous amount of satisfaction in knowing that you've helped a business thrive. It keeps people employed, sustains their families, and helps build a local economy. We make a difference and create positive impact for our clients and all the people associated with them, especially for clients in emerging markets.

WTW: Describe your typical day at work.

French: There are very few typical days in the field of strategy and consulting. A normal day will begin early, catching up on daily information from the various global sources (Asia, Latin America, Europe, Australia). From there on, it's mostly meetings— planning, client, and partner meetings, (such as the LA Chamber, development events, etc). An average day also includes another few hours working every evening on projects or internal operational reports.

WTW: What is the career path in international consulting?

French: Management and strategy are fields that have a few traditional paths. There are large consulting groups, but the only consistent element is graduate level study in the field. Strategy and management both require a thorough understanding of all business areas, so it takes applied study to truly develop the necessary skills. Many people come to consulting from corporate management positions as well, so entry is more based on acquired knowledge and experience than any particular path.

WTW: What personal qualities have helped you become successful?

French: Primarily, you must be a very good strategist. You need to be very skilled at your craft, as well as with management. One essential quality is determination. Managing a business requires that you never give up. Many people depend on you and you must be up to the challenge.

WTW: What advice would you give someone seeking a career in international consulting?

French: Try to speak with someone in the field and get to know what they do. This way you'll know if it's a fit for you. If possible, get an internship. Entry level positions are research and analyst positions within a consulting firm. You normally must have a college degree from a very good university with training in business or finance. You must be both creative and detailed, since you must both compile and analyze data.

Most importantly, don't just pursue a job because it pays well. Find a career that you truly enjoy. And finally, excel! Don't just be – be the best!



Education

The Fast Track

Career Options

Professionals with hands-on experience are extremely valuable in the field of education, to provide initial international trade education as well as training throughout the careers of professionals.

Some positions within this field include:

- Career counselor
- College or university professor
- Continuing professional educator
- Education abroad counselor
- Foreign student advisor

What You'll Need

- Bachelors degree required; masters degree preferred, sometimes required
- Overseas study and/or work experience
- Sensitivity toward ethnically and culturally diverse populations
- Proficiency in a foreign language
- Knowledge of foreign educational systems, or US immigration rules and regulations
- Work experience in some aspect of international education/exchange
- Programming and/or counseling experience
- Strong oral/written communication skills, interpersonal skills

What You'll Earn

Entry level salaries range from \$35,000 to \$45,000

To gain qualifying experience, work in your university's international student office as a work/study student or intern

Education Builds Understanding

International education can provide the foundation for understanding between countries and individuals around the world. International education professionals work in high schools, colleges, and universities or in other organizations that provide programs, services, and funds.

Many colleges and universities have study-abroad offices, which assist U.S. students with overseas study programs, as well as foreign student offices to assist international students studying on campus. Many schools have academic programs focusing on international studies and relations.

Additionally, numerous organizations and independent private facilities administer exchange programs for high school students, sending U.S. students abroad and bringing foreign students to the U.S. Some also offer professional exchanges for adults.

The Bottom Line

As democracy continues to spread around the world, international exchange in education will likely grow as well.

Many private organizations promote various aspects of international exchange, and almost every college now has an office or department. As this trend continues, we will see an increased demand for international education professionals as well. The appeal of working in international education (including the intercultural environment), diverse and interesting responsibilities, and the potential for overseas travel mean that the competition for good positions is intense.

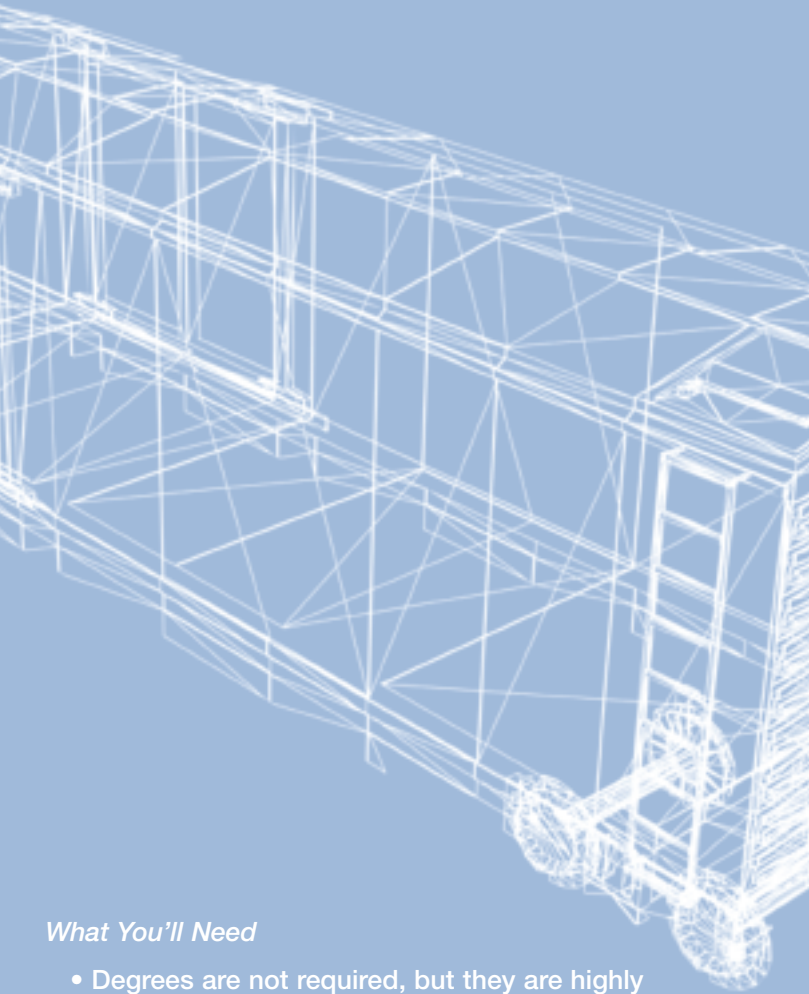
Universities and colleges give substantial emphasis to the importance of international education. But the dollars to expand and enhance programs are often in short supply. If you are interested in pursuing a career in international education, you must consider that continuing advocacy for internationalization will be part of your responsibility.

The International Entrepreneur

The Fast Track

How to Know If You're an Entrepreneur

- You like to be in control of your work, your time, and your money
- You are competitive by nature
- You are a risk-taker with a head for business
- You have a high degree of energy and self-confidence



What You'll Need

- Degrees are not required, but they are highly desirable
- A knowledge base in finance, accounting, marketing, and information technology
- Guidance from colleagues and mentors
- Start-up capital from \$25,000 to \$500,000, depending on your product or service

Your Key to Success

Your opportunities are limited only by your imagination and ambition. Whether you choose to start a new business, or to expand an existing business by going international, you will have many options to consider. You may choose manufacturing, import/export, publishing, or telecommunications—to name a few. Whatever choice you make, you will also need to be an expert at multi-tasking, as you will probably act simultaneously as an accountant, marketer, salesperson, purchasing agent, and travel planner. Your rewards will be equal to your commitment.

The Bottom Line

Newly Industrialized Countries (NICs) are expanding their private sectors through foreign investment and trade. International agreements such as NAFTA, GATT, and APEC have created opportunities for U.S. entrepreneurs to enter markets in Southeast Asia, Mexico, and Canada. Today more free trade zones are being established, providing economic incentives for entrepreneurs in a variety of businesses.

REAL WORLD PROFESSIONAL

Eileen Sanchez

**Assistant Vice President / International Business Development Officer
City National Bank**

Education: B.S., international business, Pepperdine University, Malibu, CA; also graduated from The American International School of Costa Rica.

World Trade Week: How did you get your first job in this field?

Sanchez: After I graduated from college, I took a job in the back-office Foreign Exchange Department of Imperial Bank (today Comerica Bank). I began photocopying foreign exchange deals, and then I was promoted to stapling them to settlement instructions! My willingness to do such tasks, ask lots of questions and push myself to learn what everyone else was doing led me to be a part of the team I was supporting.

WTW: What are your major responsibilities?

Sanchez: I recently joined a newly created department that specializes in financing exports from the United States to countries all over the world. My primary responsibility is to create and implement new export finance programs and solutions for our clients. I lead various tactical and operational aspects of the department's marketing, advertising and public relations activities. I plan networking events, attend trade shows and seminars and manage current and prospective business partners and clients.

My responsibilities have included managing personal and commercial service referrals to correspondent banks abroad. I am responsible for advising, trading and developing foreign exchange, for buying and selling currencies, and for handling trade finance-related transactions. I also spearheaded the development of the department's new internal website, including content design and maintenance.

WTW: Describe your typical day at work.

Sanchez: Extremely dynamic and unconventional! While my day has a general structure to it, other things often come along that force me to step away from the structure. Priorities change, and I have to quickly adapt. I typically work with clients, colleagues and banks around the world. Because of the unique work I do, a routine is difficult to attain. Every day presents a challenge, and it's exciting!

WTW: What is your educational background and training?

Sanchez: I received my Bachelor's of Science Degree in International Business from Pepperdine University. Prior to that, I didn't have any technical training. However, growing up in Costa Rica and frequently visiting neighboring countries gave me the advantage of being able to understand different cultures, how they interact and do business.

WTW: What personal qualities have helped you become successful?

Sanchez:

- Teamwork, initiative and the ability to carry a project from inception to completion.
- Embracing cross-cultural ways of doing business
- Speaking a foreign language and being mobile

WTW: What are the toughest challenges you face?

Sanchez: For me, the toughest challenges are understanding and reassessing priorities. A priority in the morning may not necessarily be a priority by lunch time, and this really keeps me on my toes. For example, working on an analysis for a senior manager was a priority, but a new client with a problem came in, so the need to find a complex solution supercedes the earlier priority.

WTW: What advice would you give someone seeking a career in international banking?

Sanchez: Interning is a good way to obtain an entry level position. Identify a bank with an international department and have a dialogue with them. Seek out these opportunities when you get to college. You can major in development, finance, trade, diplomacy, marketing or any number of other fields. The common denominator is to take classes in a foreign language, world history or politics, as the objective is to become well rounded in the ways of the world.

If you want to work with people from all over the world, you can't be ethno-centric. Every country has a strong sense of pride and has much to offer. To be successful, you must appreciate what these countries, their people and cultures bring to the world.

Finance

The Fast Track

Career Options

Almost every firm, government agency, and organization has one or more financial managers. Finance professionals prepare financial reports, direct investment activities, and implement cash management strategies. Some positions within this field include:

- Central bank officer
- Foreign investment analyst
- Controller
- Treasurer
- Cash or credit manager

What You'll Need

- Graduate degree in economics, or an M.B.A.
- Superior analytical skills
- Knowledge of trade and balance of payments issues
- Awareness of domestic and foreign economic developments

What You'll Earn

- Entry level salaries start in the mid-\$30,000s
- Median salary range from \$52,000 to \$95,000
- Top salaries from \$75,000 to \$225,000+

Opportunities in International Finance

Banks and other financial institutions facilitate international trade and investment by providing financial exchange services, insurance against offshore risks, and access to capital. Commercial banks assist in trade transactions by providing and clearing Letters of Credit, one of the principal methods of financing transactions in goods and services. Investment bankers negotiate financing for both new and established business ventures, including those in other countries. They market debt and equity securities and manage the creation of joint ventures and partnerships.

A Sampling of Opportunities

International finance offers a variety of jobs, both in the U.S. and abroad. We will briefly describe several of these, to show you the scope of available opportunities.

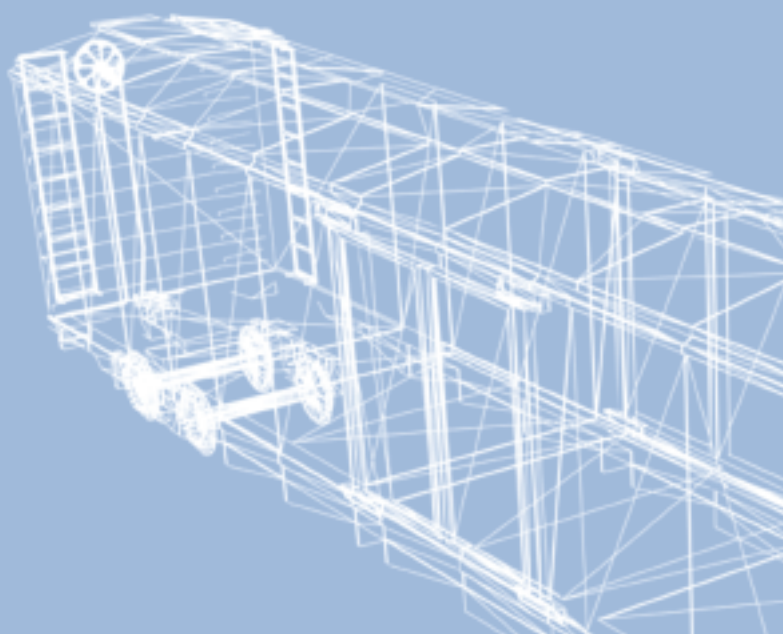
Central bank officers do not engage in commercial or investment banking. Rather, they conduct financial and monetary analysis and open market currency trading. They provide complex policy advice for senior government officials and private sector decision makers. They monitor international events and their impact on the country's economy, and use this information to manage currency reserves and exchange rates.

Your key to success as a central bank officer will be your ability to analyze domestic and foreign economic developments, as well as to integrate information from many sources in order to provide realistic advice to clients and customers.

Most private firms, government agencies, and non-profit organizations employ *financial managers* who prepare financial reports, direct investment activities, and implement cash management strategies. As computers are increasingly used to record and organize data, financial managers spend their time developing growth strategies and implementing the long-term goals of their organization. They may hire personnel, approve loans and lines of credit, establish a rapport with the community to attract business, and assist customers with account problems. Financial managers must also be knowledgeable about tax laws and regulations that affect their industry.

Your key to success in financial management will be your creative thinking and problem solving abilities. Keeping up to date on the latest computer and technological advances will enhance your effectiveness.

Doing business abroad can be uncertain, so *insurance brokers* provide insurance for the physical, commercial, and political risks associated with international trade. Private sector companies provide many of these services, but some are also provided by government organizations such as the Export Development Corporation (EDC). Insurance brokers arrange policies that protect against buyer insolvency,



default on payments, denial of goods, contract termination, foreign exchange conversion or transfer payment difficulties, war, revolution, cancellation of government import or export permits, wrongful calls on bid/performance guarantees, and inability to send back capital or equipment due to political problems.

Your key to success will be in knowing how to analyze and quantify risk. You may need to assess complex data and provide solutions based on less than perfect information.

An *international development bank officer* channels financial resources toward economic and social development in developing and emerging countries. This funding may take the form of concessionary loans or grants or some combination of the two. Development banks are quite specialized, yet they share a number of important characteristics. While they evaluate the commercial viability of projects, they also take into account social and developmental issues. In addition to considering financial risks, central bank officers also consider a broad range of economic and social costs and benefits associated with a project.

Your key to success will be a thorough understanding of credit, investment and financial analysis. You must be able to identify good quality projects and quickly judge their potential eligibility for bank programs.

Most large corporations that operate in international markets require *international treasurers* or comparable financial officers. These professionals deal with differences in international business practices, terminology and expectations. The treasury department of a multinational corporation reviews the business plans of corporate planners and senior executives and advises them of financial flow and currency conversion factors. Balancing international cash flows using a variety of currencies is a fairly complex task, and maintaining pools of cash in various markets is an essential part of the strategic planning process.

Your key to success as an international treasurer will lie in your ability to see the big picture while managing complex and specialized analytical functions. You'll need a detailed knowledge of the international financial system and the sources and application of funds. Strong presentation and negotiation skills are a must.

As a *risk analyst*, you will advise companies and senior decision makers on the political and business climate in foreign markets. You may work closely with insurance brokers and development bank officials. But unlike analysts in those organizations, you will not necessarily design specific financial or insurance solutions to problems suggested by your analysis. Most risk analysis is a team effort, because of the diverse factors which must be considered. Most large multinationals conduct in-house risk analysis, as do large banks and financial institutions.

Your key to success will come from your knowledge of the

sector or geographic area being analyzed. You must be comfortable making judgments on partial or imperfect information, and you'll need the presentation skills to defend your recommendations.

The Bottom Line

Expanding trade activity around the world has increased the need for investment, credit, and general business analysts.

As companies expand into new markets, the need for more sophisticated risk analysis and credit insurance will grow.

Likewise, business is increasing for brokers who provide insurance against damage during transit and other risks associated with physically moving goods around the world.

International development banks provide capital for economic and social development in developing countries and emerging markets—projects that tend to be too large or too risky for commercial banks. In the future, expansion of broadband infrastructure and adoption of common international trade standards will create an even greater expansion of international financial services.

The Fast Track

What You'll Do

If you work in government relations, you will monitor legislative and executive activities. Your job will be to influence policy, legislation, regulations, or negotiations on behalf of interest groups, governments, industries, specific companies or other constituencies. Collectively, these activities are called “lobbying.”

What You'll Need

- A degree in political science, public affairs, law, or public policy
- Exceptional written and verbal communication skills
- Comprehensive understanding of government processes and legislative procedures
- Great people skills and the ability to compromise

What You'll Earn

- Entry level issues analyst: \$35,000
- Private sector senior level positions:
 - up to \$200,000+
 - Non-profit and public interest organizations may pay less than private sector

The Path to Success

The lobbying industry is very competitive, and many positions are filled by networking. If you are interested in a lobbying career, consider volunteering on a political campaign or interning on Capitol Hill, in a State House, or a government agency. The contacts you'll develop through volunteer work and the experience you'll gain by analyzing issues and understanding government processes can be invaluable.

With such experience, you could start at the mid-level of a lobbying organization. Without experience, you will typically begin in the research area or in a role that supports more senior staff.

Successful lobbyists often have experience working directly for state or federal government agencies. Moving in and out of government usually increases marketability in both the public and private sectors. Lobbying positions are influenced by the ebb and flow of politics, and by elections which may change which party is in power.

There are very few purely international positions available, although lobbyists deal with many international issues. For example, you might represent a foreign government, a company with international trade concerns, or an advocacy group working on human rights.

The Bottom Line

As issues facing government become more numerous and more complicated, the work of lobbyists takes on increasing importance. Lobbying in Washington, D.C. is the most visible, but lobbying on the state level as well as lobbying foreign governments and agencies is growing. Recent government regulations have placed some restrictions on the lobbying activities of former government employees. However, there will always be opportunities for advising and influencing people in the political arena.

Law

The Fast Track

Career Options

A growing number of attorneys are hired by international organizations to develop and enforce international agreements. Specialties within the field include:

- Commercial trade attorney
- International investment attorney
- International regulatory attorney

What You'll Need

- A law degree plus an advanced degree in your specialty area
- Membership in the state bar where you practice
- Membership in the bar of other countries may be desirable

What You'll Earn

- Entry level salaries range from \$55,000 to \$110,000, depending on geographic area
- Salary range for paralegals may be \$35,000 to \$95,000

Opportunities in International Law

There are many legal issues associated with interactions between international businesses. Simple transactions such as a contract for the sale of goods can be complicated by differing legal systems in the countries involved. The issues are even more complex when dealing with international capital investments, especially if they involve technology transfer or intellectual property. Compliance with international treaties is another consideration.

If you are a lawyer specializing in international law, you'll advise clients and prepare agreements in all of these areas. You could find employment in a wide range of organizations including buyers, sellers, logistics providers, intermediaries, banks and government agencies. You might work for an organization devoted to trade, such as the World Trade Organization or one of the commissions established under NAFTA. Attorneys are also needed by United Nations agencies that deal with drug trafficking, money laundering, and war crimes.

A Sampling of Opportunities

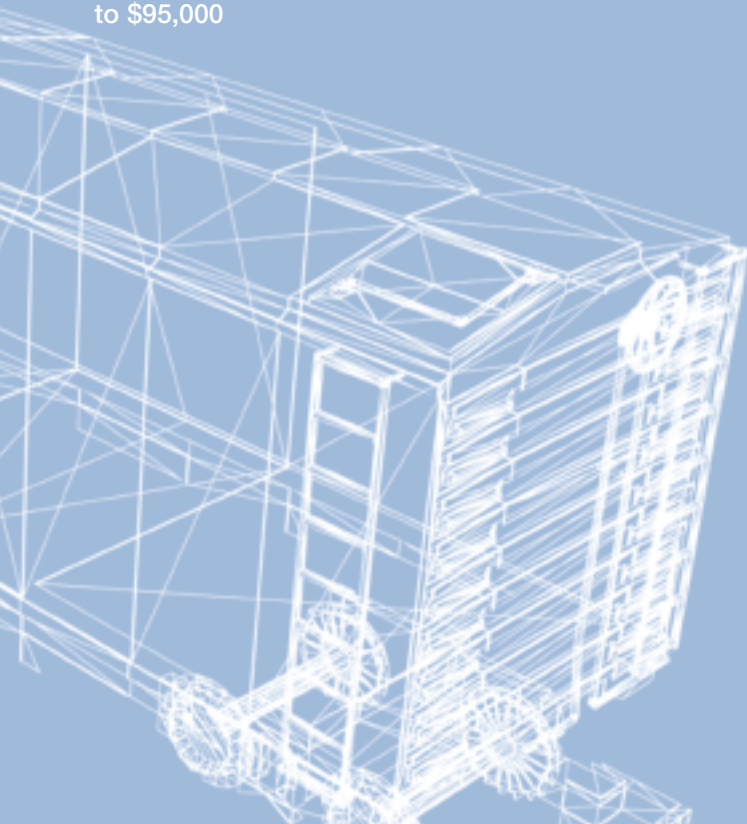
International law provides a wide array of choices, both in the U.S. and abroad. We will briefly describe several of these, to show you the extent of available opportunities.

As a *commercial trade lawyer* you will negotiate agreements and prepare relevant trade documents. You must ensure that agreements are enforceable in all the countries involved in the transaction, and you may also specify international arbitration procedures in case of a disagreement. You will need to anticipate and advise clients about issues associated with the transfer of title and intellectual property rights, as well as compliance with international treaties and agreements. A commercial trade lawyers may also play a role in lodging or resolving complaints of unfair trading practices.

Your key to success will come from your detailed knowledge of laws, regulations, and international agreements. You'll need a solid understanding of litigation practices in various countries, and excellent negotiating skills. A background in political science or international business is a major asset.

An *international investment lawyer* negotiates deals for foreign direct investment. Many countries are implementing privatization policies and are looking for private investors to help develop water, sewage, energy, environmental control and transportation facilities. As a lawyer in this field, you will negotiate and prepare contracts and agreements for investment in such facilities.

Your key to success will depend partly on your ability to adapt your negotiating style to a variety of cultural environments. You must be able to discover ways of resolving conflicts between different legal systems, and



have substantial knowledge about agreements affecting international capital flow and foreign investment. Fluency in both English and French is a definite asset.

If you choose to work as an *international regulatory lawyer*, you may find a position in private practice, in government, or in one of the many international agencies responsible for overseeing international trade regulations.

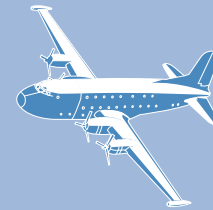
Your key to success will come from significant experience in regulatory law, combined with the ability to speak and write in both English and French.

The Bottom Line

The globalization of business, reduced trade barriers, deregulation, and privatization have combined to create many new opportunities in foreign markets. However, many of the countries involved have only limited exposure to the free market system. Business practices and legal structures are evolving as they gain experience. As an international lawyer you must be able to anticipate problems and create contingency arrangements in situations where there are often few precedents to guide you.

Today, virtually every law firm of substantial size is involved in the global context. Many domestic clients have expanded overseas, and law firms have followed, advising on legal aspects of acquisitions, joint ventures, global securities offerings, international dispute resolutions, and interfacing with foreign lawyers on local issues. International law is a field with a very bright outlook and great potential for the future.

FUN FACTS



The value of two-way trade through the Los Angeles Customs District is \$212.5 billion in 2001, or \$404,200 per minute, 24 hours a day, each day.

The ports of Los Angeles and Long Beach handle about 6.6 million twenty-foot full containers (TEUs) per year. Back to back these containers would span over 25,000 miles. One could circle the earth at the equator and still have 45,538 containers left over. At a growth rate of only 1% a year from this 2001 volume, the total span back to back would reach the moon by 2010.

The Fast Track

Career Options

The term logistics refers to the science of moving, storing, and distributing goods. As transportation firms have gradually broadened their offerings of sophisticated services, many have begun calling themselves logistics providers. Some positions within this field include:

- Customs broker
- Customs inspector
- Corporate logistics manager
- International shipping specialist

What You'll Need

- You can enter the field with a high school diploma
- Bachelor's degree in business is preferred
- Most training is on-the-job
- Many positions require qualifying examinations and licenses

What You'll Earn

- Entry level salaries are in the \$35,000 range
- Senior level positions could command six-figure salaries

Opportunities in Logistics

As a logistics professional, you will integrate the services otherwise available from individual insurance agents, customs brokers, forwarding agents, and transportation carriers.

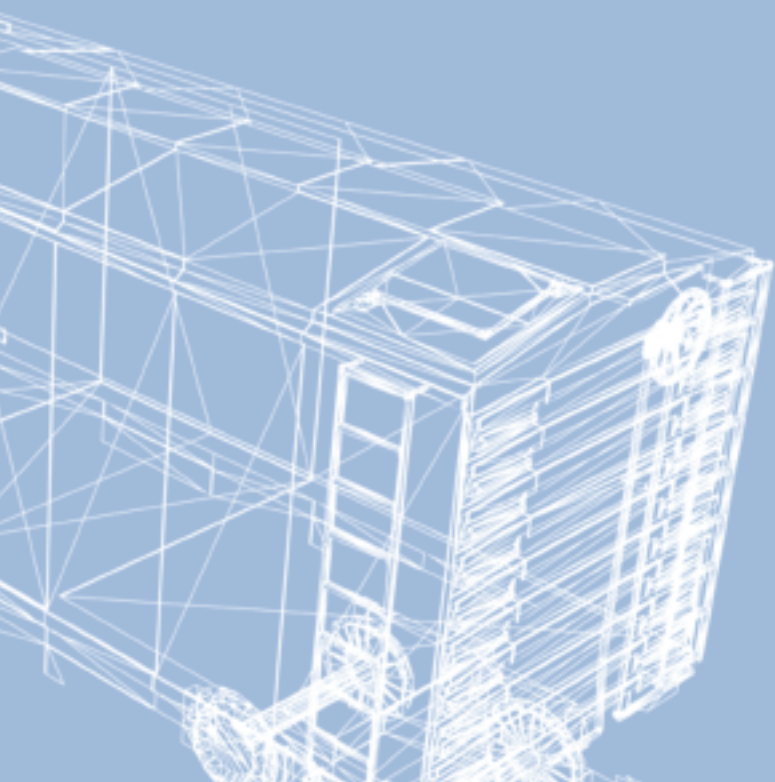
You might enter the field of logistics as a shipping clerk, export agent (sometimes specializing in road, air, or ocean transportation), or sales representative. The most senior position in this career path is an export supervisor. Here you are on the exporting front line, with ultimate responsibility for correctly routing shipments and ensuring that all packing and documentation requirements are met. Senior positions require the ability to ensure letter of credit compliance and to submit documentation to the client's bank to ensure payment. You must also be able to negotiate the best possible rates and contract terms with transportation companies. Here are some positions to consider:

As a *customs broker*, you will facilitate the import and export of goods by preparing customs documentation and ensuring that shipments meet all applicable laws. You'll determine duties, taxes payable, and process payments on behalf of your clients. You will keep track of duties, fees, and taxes paid on the client's behalf and sign documents under a power of attorney. You will represent your clients in meetings with customs officials, and apply for duty refunds and tariff reclassifications. You may also coordinate the transportation and storage of imported goods. A customs broker may be an individual or a company.

Your key to success as a customs broker will depend primarily on having excellent interpersonal skills. You must like working with people, since the broker acts as a quarterback who manages the interface between the transportation company, the client, and the governments of the importing, exporting and transshipment countries. You must be ready to deal with everything from clients to truck drivers, including officials who are angry or frustrated when border clearances are delayed.

Customs inspectors enforce customs and immigration laws and regulations. There are three major types of inspectors: traveler, postal, and commercial. Postal inspectors check goods to make sure they are admissible and that all duties and taxes have been paid. Commercial inspectors are responsible for overseeing bulk goods brought in by freight trucks, trains, planes, ships, or couriers. They make sure that export documents and permits are in order and that all taxes have been paid.

As a customs inspector of any specialty, you will need to inform the importers and intermediaries about customs procedures and the details of customs-related legislation. You may specialize in certain areas of customs inspection, such as the appraisal and classification of goods, customs investigations, drug teams, policy development, or administration.



REAL WORLD PROFESSIONAL

W. Guy Fox

President, International Freight Consultants
Licensed Customhouse Broker

Education: M.B.A. Pepperdine University (PKE, Presidential Key Executive M.B.A.)

World Trade Week: Describe your typical day at work.

Fox: There are no typical days in the international freight industry due to the everyday changing dynamics of the movement of cargo. This is what makes this industry so special and takes it from the doldrums to exciting times. There are never any two things alike. Different circumstances surround every transaction. Many factors come into play so things are never static!

WTW: What are your major responsibilities?

Fox: Working with importers and exporters on their supply chain activities. Finding the best and least expensive way to ship goods, so that they arrive in the marketplace on time. Meeting many requirements, such as letters of credit which is a monetary instrument for international trade. Other responsibilities are managing and training personnel and acquiring resources and relationships through international trade organizations that will give you depth in making things happen.

WTW: What was your career path?

Fox: I started part time while going to school, and went to work full time when I could not find anything more exciting. I started as a clerk and worked my way into different positions by using my education and what I was learning on the job. In this business, you need to know the total process before you take on the responsibility of controlling and handling a complete transaction. You get out of it what you put into it. It may take long hours and weekend work, but this creates your competitive edge.

WTW: What personal qualities have helped you become successful?

Fox: In international shipping, you have to be a good listener and be able to offer quick, creative solutions. It is important in the planning process that preventive measures are taken so that you do not have to problem-solve later. Understanding people is vital, as you are dealing with many different cultures and you need to understand the way these cultures do business. Otherwise, you will not be successful!

WTW: What do you find most rewarding?

Fox: Gratification is when everything goes as planned for moving goods through the supply chain. Meeting people and international travel are part of understanding what you need to achieve. The job is never done, as the dynamics change daily and you are always looking for new and better ways to handle cargo. It is not an individual effort, but a team concept. Working with an excellent team that is not self-serving is the ultimate!

WTW: What are the toughest challenges you face?

Fox: In today's international shipping environment, security issues are one of the major challenges. Our nation is at war with terrorism, and we must do everything in our power to protect the supply chain which is the backbone of our economy. The international freight forwarder is the front line of defense and we must certify under the CT-PAT (Customs Trade Partnership against Terrorism) It is indeed a challenge to qualify under these guidelines.

WTW: How do you see the future of the profession?

Fox: International trade is still the new frontier with terrific opportunities. The field is ever expanding and there are more jobs than qualified applicants.

WTW: What advice would you give to someone seeking a career in your profession?

Fox: Take advantage of the curricula in international trade that schools now offer as this is the gateway to success. Universities and colleges are waking up to the fact that the world is a global marketplace. Learn the basics. Geography, mathematics, English, letter composition, and computer skills may help you obtain an entry level position even without a college degree. Companies are looking for certain attitudes--people who want to learn and advance, not just work an 8 to 5 job. Attend international association meetings where you can meet industry leaders and obtain further education. Create your own resource chain, which is critical if you want to move into management.



Your key to success as a customs inspector will come from your ability to interact with a variety of people, as well as your interest in learning about other cultures and business practices. If you are naturally curious, notice details, and have a good memory, you will make an excellent customs inspector. Since customs offices operate 24/7, you should also be able to adapt to variety in your work schedule.

As a corporate logistics manager, you will be responsible for the overall shipment management of incoming raw materials and outgoing finished products. In some organizations this position is known as a traffic manager. In many organizations, there is a substantial import/export component to the logistics manager's position. In the largest organizations the logistics manager and his or her staff provide many of the services offered by logistics companies or freight forwarders on an in-house basis. In smaller organizations, and even some large ones, the manager deals with outside logistics companies or freight forwarders. Logistics managers negotiate contracts with shipping companies and logistics providers, so you must have a good knowledge of freight rates in the company's area of operation.

Your key to success will be your problem solving ability. Your capacity to deal effectively with a large number of details, even under pressure to meet shipping deadlines, is essential. Good interpersonal relationships with corporate managers and staff are also necessary, since the logistics function provides services throughout the organization.

International shipping specialists work for transportation companies and logistics providers. In this position you will arrange and coordinate international shipments and prepare all necessary documentation on behalf of exporters. Logistics companies that act as freight forwarders usually negotiate long-distance shipping with a variety of carriers, with the choice depending on the nature of the cargo and the destination, as well as time and cost constraints.

You may consolidate small shipments from a number of clients into full truck or container loads to reduce costs. In many cases, you will arrange for packing and labeling, since there are different requirements for different transportation modes. You must also assess insurance and brokerage requirements. Some logistics companies have in-house brokers who may advise the client regarding import requirements of the destination country by obtaining this information from foreign brokers or reference manuals.

An international transportation specialist is expected to have in-depth knowledge of every step of the exporting process. This work requires detailed familiarity with insurance, transportation and customs terminology, as well as all related documentation requirements.

Your key to success will be your resourcefulness and entrepreneurial spirit. You will enjoy problem solving in an environment that is far from routine. Your ability to learn

quickly, use available resources, and seek out answers to questions is a strong requirement. There is a large amount of responsibility, even at junior levels, because the choice of routing has a large impact on profitability.

The Bottom Line

Emerging technologies are creating many new transportation trends and techniques. One trend that has impacted all international logistics occupations is the advent of Just-in-Time (JIT) inventory systems.

Computerized warehouse management systems and Electronic Data Interchange (EDI) between buyers and sellers produce the need for complex supply chain management systems.

These developments have placed much greater demands on logistics occupations, because the reliability of transportation services is more important now than it has ever been. The sustained increase in the volume of world trade caused by falling trade barriers and the globalization of business will continue to create a much wider range of transportation options and career opportunities.

Marketing

The Fast Track

Career Options

The key challenge for people who choose to work in international marketing is to facilitate entry into foreign markets. Meeting this challenge demands flexibility and the ability to analyze and act on rapidly changing circumstances. Some key positions in the marketing field include:

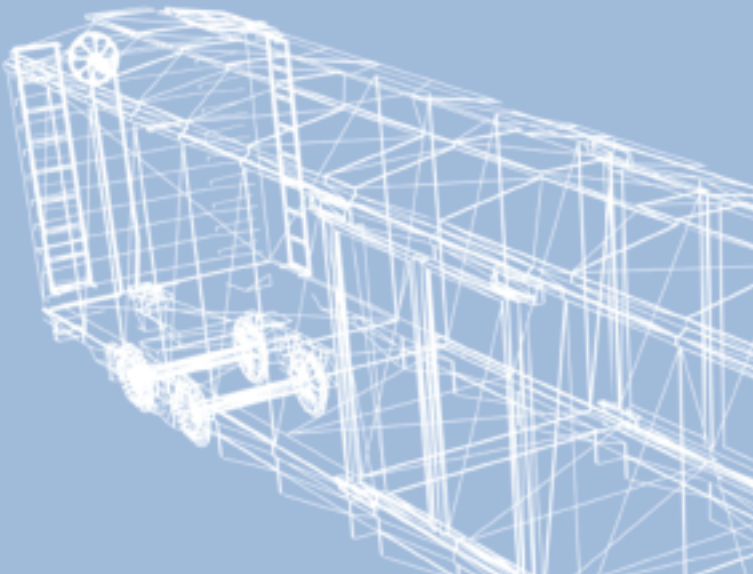
- International business development manager
- International marketing manager
- Foreign market research analyst
- Foreign market product designer
- Independent marketing representative

What You'll Need

- Bachelor's degree with emphasis in marketing
- M.B.A. required for mid-level or higher positions
- Some universities offer an international marketing specialty
- Formal training in a second and even third language is desirable

What You'll Earn

- Entry level salaries range from \$32,000 to \$50,000
- Salary range for mid-level positions is \$49,000 to \$85,000



Opportunities in International Marketing

As the globalization of markets continues, businesses of all types need to stay current with trends that impact their ability to sell products and services. An enormous amount of specialized information is needed to make good decisions about product design, packaging, promotion, distribution, pricing, and sales techniques in each country.

As an international marketing professional, you will provide this information. You must be able to identify economic, political, social, and demographic trends throughout the world and within each targeted country. You must also identify the implications of these trends for your firm's existing and future marketing strategies. Here are some key positions within the field:

As an *international business development manager*, you will be responsible for discovering foreign markets for your company's products and for formulating and executing market entry strategies. Market entry includes forming partnerships and alliances, arranging acquisitions and mergers, and negotiating distribution agreements. You may act for the company in negotiations with partners, clients, and governments. You'll be responsible for establishing a vision of overseas opportunities, developing strategic plans for exploiting them and leading teams of employees in their execution.

Your key to success will lie in your ability to comprehend the effect that cultural values have on product demand and business practices. You will need a detailed understanding of the international trade environment, including its legal, economic, financial, regulatory, political, and cultural aspects. Strong interpersonal skills are required, as well as a good understanding of how to conduct negotiations and achieve results through persuasion and diplomacy.

The *international marketing manager* has overall responsibility for developing foreign markets and managing the company's marketing activities. This position is most common in large companies, especially those selling consumer products. Here you will oversee global or regional marketing programs and lead product launches. You may supervise a variety of specialized professionals, including those who work in market research, product adaptation, and partner/client identification. You will probably visit target countries, attend trade shows, and develop advertising and promotional material.

Your key to success will be your broad understanding of the international trade environment, as well as your detailed knowledge of the marketing environment in your target markets. You must be able to analyze consumer and buyer behavior, trade flows, industrial structure, competitor strengths and weaknesses, distribution channels, and financial and regulatory institutions. You'll be expected to have the communications and language skills needed to quickly establish rapport with potential customers, partners,

agents, financial intermediaries, and logistical providers in target markets. And of course you must have a detailed knowledge of the techniques used for advertising, sales promotion, and new product introduction.

As a *foreign market researcher* you will be engaged in the technical study of opportunities for your company's products in specific markets. You will conduct analyses that break the market down into component categories. There are many aspects to a local market, and you must consider such elements as buyer characteristics and needs, competitor strengths and weaknesses, market access issues, distribution mechanisms, regulatory structures, and the business environment. In larger organizations you may supervise a small group of specialized researchers.

Your key to success will include a working knowledge of at least one language other than English, since current information often comes from the international news media and from foreign business periodicals. In addition to your Bachelor's or Master's degree in business or economics, you may want to pursue specialized graduate degrees related to particular regions, such as Latin American studies.

You'll need a good understanding of the global economy and the operation of regional trading blocs. This includes knowledge of the international system of trade barriers and institutions devoted to reducing tariff and non-tariff barriers. You must know where to find information concerning foreign markets and possess the analytical skills needed to synthesize conclusions from a large number of information sources. You will need specialized knowledge of market research methods, including statistical and forecasting techniques as well as the use of surveys and focus groups.

If you choose to become a *product designer* you will be engaged in creating customized products for foreign markets. This may be as simple as adding spices to a food product for Latin America or as complex as completely redesigning engineering specifications to meet mandatory technical standards in Russia. You'll need to consider differences in both consumer tastes and regulatory requirements. You will work closely with the marketing manager and market research analysts who will provide you with detailed market research indicating what consumers like or dislike about the class of products you're working on. Conforming to local regulations concerning product quality, design, labeling, and packaging is another important part of your job.

Your keys to success begin with creativity and innovation. You must enjoy discovering unconventional ways of achieving a desired result. Knowledge of foreign cultures or cross-cultural issues is a distinct advantage. You'll need to have a genuine appreciation for how customer tastes vary across cultures. Knowledge of international systems of measurement, technical and safety standards, as well as transportation logistics and their implications for packaging, are required.

You should pursue a degree in engineering or design, supplemented by some business training and experience as a design assistant. For most product lines, designers must be trained in the use of Computer Assisted Design tools and integrated design-manufacturing systems.

As an *international marketing representative*, you will develop and execute strategies for developing foreign markets. You will gather information by participating in trade shows and meeting with business executives, government officials, officers of industry associations, and prospective partners. Your focus is on promotion, advertising, trade show participation, incoming trade missions, and other events that develop the market in general, as opposed to pursuing individual sales. In an international partnership or joint venture, the local partner will generally be responsible for sales, but as the marketing representative you may assist with presentations or technical advice.

Your key to success is that you are a self-starter who can work alone in a market far from home while also participating as part of an international team. You need solid communications skills, backed up by fluency in the principal language used in the target market. You will spend most of your time meeting people and making presentations, so you must have the ability to adapt your style to suit the local business culture and customs. You are the company's face in the local market, and you must convey a positive image of the firm and its products or services. Because you will also interact with regulatory officials and officers of local industry or trade associations, the impression you make can be a key element in the company's market entry strategy.

The Bottom Line

Because falling trade barriers and the globalization of business have substantially liberalized market access, international marketing has changed dramatically in recent years. Many countries that used to pursue policies of state ownership and regulation have relaxed their regulatory structures to allow private ownership and to encourage competition. While these changes have occurred all over the world, they have been especially pronounced in Latin America and Eastern Europe.

The new marketing professional will stay abreast of these trends and recognize situations where trends create business opportunities. The rapid growth of trade combined with increased competition is also driving a movement toward the use of partnerships and joint ventures with local companies, making it easier to overcome cultural barriers and gain rapid market entry.

Public Relations

The Fast Track

Career Options

Public relations professionals build, maintain, and promote the reputation and image of individuals, organizations, products, issues and events. They study the attitudes of various publics and markets in order to develop communications strategies for their companies or clients. A sampling of key positions within the PR field include:

- Public relations director or manager
- Media relations director or manager
- Public relations specialist

What You'll Need

- A degree in journalism, communications, public relations or related field
- Exceptional presentation, writing, editing, and speaking skills
- Internship or volunteer PR experience

What You'll Earn

Starting salaries in the mid- \$30,000s

Mid-range salaries are \$40,000 to \$65,000

Top 10% in the field earn \$85,000 and up

Opportunities in Public Relations

As a PR professional, you will use every available medium in your effort to influence public opinion in favor of your company or clients. You may serve as an advocate for a business, nonprofit association, university, or hospital. As company executives recognize the growing importance of image and reputation to the success of their organizations, they will increasingly rely on you to develop policy and strategy, as well as to implement communications programs.

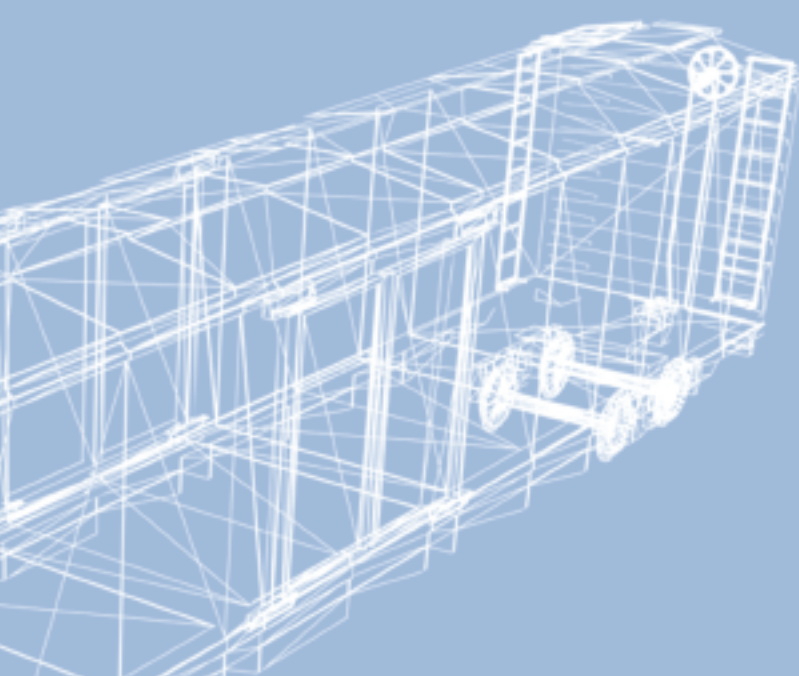
As a *PR manager*, you will oversee organizational functions such as media, community, consumer, and government relations. You may direct political campaigns, conflict mediation, employee or investor relations. You'll act as a counselor or advisor to top company executives, and may draft speeches for them, arrange media interviews, and coach them on public appearances. You may act as company spokesperson in times of crisis or for major news events.

You will evaluate advertising and promotion programs for their compatibility with your public relations efforts, serving as the eyes and ears of top management. You'll observe social, economic, and political trends that might ultimately affect your firm and make recommendations to enhance the firm's image based on those trends.

Your key to success will be your ability to think on your feet and regroup quickly to meet changing demands. You will need a high degree of self-confidence in order to interact comfortably with top management and media personalities. Experience in new media, such as Internet or talk radio, would be highly desirable. Foreign language fluency, including colloquial and technical vocabularies, is becoming an important factor in international PR management.

In *media relations management*, you will prepare news releases and contact editors and program directors in the media who would print or broadcast your company's material. Many radio or television special reports, newspaper stories, and magazine articles start at the desks of media relations specialists. Sometimes the subject is an organization and its policies towards its employees or its role in the community. Often the subject is a public interest issue, such as health, energy, or global outsourcing. In this position, you might also write Op-Ed pieces to be submitted to newspapers or magazines under the by-line of your CEO or other top executive.

Your key to success in media relations will primarily be your writing and editing skills. You will need to be assertive and persistent in your contacts with members of the media, and you will be highly successful if you earn and maintain your reputation as a credible source of information. Good time management skills and the ability to meet tight deadlines are a must in media relations.



Becoming a *PR specialist* will provide you with a good entry point into the public relations profession. You might work in a variety of organizational areas such as media, community, consumer, or employee relations. You would be responsible for assisting PR managers by understanding the attitudes and concerns of your organization's publics. You would establish and maintain cooperative relationships with representatives of community, consumer, employee, and public interest groups.

Your key to success will lie in your writing skills and computer literacy. Desktop publishing experience is a plus, as well as data analysis, spreadsheet, and graphics skills.

The Bottom Line

Increasingly intense global competition in products and services offered to consumers will require greater public relations and promotional efforts by top management. Employment of public relations, marketing, and advertising, professionals is expected to increase faster than the average for all occupations through 2006 and beyond.



Nancy Woo Hiromoto

Director of Import/Export, Citizen Watch Company of America

World Trade Week: How did you get your first job in this field?

Hiromoto: I first worked with import/export in 1987 after being transferred from another department in the company. At that time, I had little knowledge of customs rules and regulations. My main assignment was to work with outside brokers to ensure that deliveries were made to our warehouse.

WTW: Did you have any relevant experience or training?

Hiromoto: Not particularly. Training was hands-on.

WTW: What are your major responsibilities?

Hiromoto: I oversee all international transactions of the company including transportation, customs, logistics, insurance, compliance, and sales. I am the liaison between the U.S. and our parent company in Japan, as well as our relative companies worldwide. I also oversee and direct the import and export operations of our two subsidiaries in Canada and U.K.

WTW: Describe your typical day at work.

Hiromoto: My first task in the morning is to check voicemail and email messages. I typically respond to the easy questions first! Then I make my return phone calls. Next, I check my book for the day's priorities. I give myself deadlines for most tasks to keep on track. Fortunately, I have good, reliable staff members who are empowered to handle most of their own problems, so I am not usually involved with daily importing and exporting routines. Nevertheless, I have an open-door policy in case any staff members need my advice.

WTW: What was your career path?

Hiromoto: Starting out as an import/export clerk, I became increasingly interested in the details of international transactions. I took a 20-week Customs Broker course sponsored by the Foreign Trade Association and it opened up a brand new world to me. There is definitely a promising career path in this field because the business is so multi-faceted. With laws and regulations changing every day, the learning never ends.

WTW: What personal qualities have helped you become successful?

Hiromoto: You must have the ability and confidence to handle several tasks at once and have the experience to make sound judgment calls. It is important to be familiar with international transactions (such as transportation and customs knowledge) as these can be key factors in an importer's business decisions. In my opinion, any person with a positive attitude and a quest for learning can succeed in this field.

WTW: What are the toughest challenges you face?

Hiromoto: My toughest challenge is to ensure that all the other departments in the company are compliant with U.S. Customs and other government regulations. Other departments, such as Accounting and Merchandising, have functions that are ultimately related to customs transactions. It is my duty to educate the entire company about what must be reported to the Import/Export department, even if the relation is not obvious. Since our company is split between west coast and east coast offices, good communication becomes even more challenging.

WTW: What advice would you give someone seeking a career in your field?

Hiromoto: A good source of information about jobs is through job banks of non-profit trade associations, such as the Foreign Trade Association (www.ftasc.org) or Women in International Trade (www.wit-la.org). The members of these trade groups vary, including importers, exporters, customs brokers, freight forwarders, bankers, consultants and attorneys. By attending the meetings and seminars of these trade groups, you will receive quality education, as well the chance to meet and network with potential employers. Recruiters who specialize in international trade can also advise you about jobs and career advancement possibilities.

Sales and Procurement

The Fast Track

Career Options

International sales and procurement professionals book orders for individual customers, coordinate sales through foreign distributors, or make purchases from foreign suppliers. Sales managers and representatives identify prospective buyers, present the company's product or service, and close orders. They negotiate prices, payment terms, and delivery conditions within the framework of company policy. They may also coordinate preparation of bids for competitive procurements from government or corporate customers and provide a liaison for ensuring that customers' needs are met. Key positions within this field include:

- International sales manager
- Procurement manager
- Foreign trade consultant
- International trader
- Export sales representative

What You'll Need

- An undergraduate business degree
- M.B.A. is a distinct advantage in some positions
- Product-specific or country-specific experience
- Language fluency in target markets
- Technical degree if representing technical products

What You'll Earn

- Entry level salaried positions start in the mid- \$30,000s
- Many sales positions are commissioned rather than salaried

Opportunities in Sales and Procurement

In this field you might be employed directly by a manufacturer or wholesaler to represent the company's products. Or you might be a self-employed sales representative or manufacturer's agent who contracts your services to all types of manufacturing companies. As a sales representative, you'll spend much of your time traveling and visiting with prospective buyers and current clients. During a sales call, you'll discuss the client's needs and suggest how your merchandise or services can meet those needs. You may show samples or catalogs that describe your company's products and inform customers about prices and availability. Here are descriptions of some sales positions within international trade.

As an *international sales manager* you will have overall responsibility for your company's sales efforts within a defined territory. You may manage a sales force employed by the company, or you may work through agents or distributors in each target market. You will evaluate target markets, set overall volume goals, and establish sales quotas for your sales representatives. The manager is responsible for motivating staff and ensuring that sales targets are met.

Your key to success will be your ability to conceive and implement strategies that achieve sales targets in each market. You must be capable of creating a global vision and communicating it to your staff. You'll need a keen appreciation for the differences among various cultures and the effect this has on demand for your company's products or services. This position demands strong presentation skills backed up by a working knowledge of the principal languages in your company's major markets.

The *procurement manager* is responsible for seeking out sources of products and services that the company requires for its operations. For example, you will be comparing domestic and imported products and purchasing from both sources. You'll be expected to locate the most suitable goods and services at the best possible price and ensure that they can be delivered where and when they are needed.

If you work for a large organization, particularly one involved in consumer goods, you may have procurement specialists who report to you, or who are specialists in purchasing specific commodities. You may also oversee customs operations.

If you are ambitious and entrepreneurial, that will be **your key to success**. You will enjoy the opportunity to contribute directly to your company's bottom line, and you will be rewarded accordingly. You must be capable of managing assets and meeting efficiency targets for inventory control. You must be aware of currency fluctuations, terms of trade, and contract conditions that affect the purchasing of materials. Significant travel will be required for you to attend trade shows and visit suppliers in

other countries.

The *foreign trade consultant* is an independent broker who monitors activity in specific markets and earns a commission by matching buyers and sellers. As a consultant, you will not take title to the goods, but you may earn commissions based on the volume of sales in the market you are managing. You will assess a company's product line and advise them on what is exportable. You will also advise on local regulations and product adaptation, and help design market entry strategies.

Projecting an authoritative image will be **your key to success** in this field. Your clients will place considerable faith in you in situations involving large investments. You'll need excellent knowledge of the market in which you work, and the analytical skills to assess your client's strengths and weaknesses. Negotiating skills are required to match sellers with distributors or major buyers. Successful practitioners enjoy travel and working with people, and have an appreciation of diverse cultures. You should also enjoy the challenge of constantly learning about new situations, assessing different client problems and finding innovative solutions.

As an *international trader*, you will be involved in both the export and import of goods and services. Many companies export indirectly through "trading houses," which then distribute their products abroad. Importers also use trading house services. If you work for a trading house, you may act as an agent on behalf of buyers and sellers, which means that you do not take title to the goods. Or you may act as distributor, in which case you do take title.

You will provide an integrated package of logistical services, including transportation, documentation, shipping, and insurance. The companies you might work for generally handle both domestic and international trading, and international traders often start in the domestic market. Traders tend to specialize by product, and there is a great deal of teamwork involved within the organization.

Grace under pressure will be **your key to success** as an international trader. Traders operate in a hectic atmosphere and must be capable of focusing on business transactions in spite of many distractions. This job requires excellent communications skills since you are expected to establish long-distance relationships with both buyers and sellers. Knowledge of the language and culture of the trading partners is also essential. You must be capable of adapting his or her style to each situation.

An *export sales representative* is most likely to be employed by companies with a small number of foreign customers buying relatively technical products where it is not practical to hire sales personnel in the local market. You are the front line of the company's sales efforts. You will provide leadership in discovering customer needs and determining product solutions. You will call on clients, make offers, and finalize individual deals for sales of the company's products.

This often involves writing proposals or coordinating competitive bids.

Your key to success as an international sales representative will be your excellent interpersonal skills, and a good understanding of the business culture in your target market. You must be able to gain access to decision makers and to understand their needs. Negotiating and sales skills are needed to close the deal. You'll need good written and oral communications skills and you must be computer literate. Fluency in the languages of target markets may be required. Since you may often work alone, and must meet sales targets, you will need to be highly self-motivated.

The Bottom Line

In general, companies are looking for the best and brightest individuals who have the personality and desire to sell.

Employment of international sales professionals is expected to grow more slowly than the average for all occupations through the year 2010. Continued growth will occur due to the increasing variety and number of goods to be sold, but that growth may be offset by the increased effectiveness and efficiency of sales workers. Many sales representatives will attend seminars in sales techniques or take courses in marketing, economics, communication, or even a foreign language to provide the extra edge they will need to excel in this highly competitive field.

Trade Policy and Promotion

The Fast Track

Career Options

Increased foreign competition has caused American industry to take a closer look at its international opportunities and challenges. In the global marketplace, firms cannot afford inefficiency and wasted resources or they risk losing market share.

This offers a variety of attractive options to professionals in trade policy and promotion, including:

- Project coordinator
- Research assistant
- Economic analyst
- Public relations specialist
- Trade policy associate

What You'll Need

A business degree is mandatory. Also desirable:

- Interest and/or experience in international business
- Proficiency in foreign language(s)
- Experience living or traveling abroad
- An understanding of other cultures

What You'll Earn

- Entry level—no experience: \$30,000+
- Entry level—two years experience: \$35-45,000+
- Additional experience and advanced degrees will enhance your value

Opportunities in Trade Policy and Promotion

Business/government relations activity is critical, because government policies directly affect a company's international business. If you understand how government works and thus know how to influence policy to the business sector's advantage, you will be successful in trade policy and promotion. Federal government positions that will provide you with valuable experience would include:

- Export promotion at the Commerce Department
- Export licensing at the State Department
- Trade finance at the Treasury Department

As a trade policy and promotion professional, you would promote trade missions and events, develop and publicize information on export financing, interact with foreign government officials and international organizations, identify qualified agents and distributors, and identify joint venture partners.

Your key to success will be your ability to analyze foreign information that will open the door to new technologies and thus give your company a competitive advantage. First, however, you will need to learn the needs of your company, in order to promote its international interests. Patience and an eagerness to learn will help you create the right background and experience for a career in trade policy and promotion.

The Bottom Line

Large trading blocs like the European Union, the North American Free Trade Agreement (NAFTA), and the ASEAN group, as well as political shifts in Eastern Europe, create opportunities for skilled professionals who can provide insight and analysis that will help businesses take advantage of these trends. Demand will continue to increase as markets become more interdependent. The prosperity of nations in the future will depend on their ability to regulate imports and exports.

The emergence of formidable foreign competition is challenging the once predominant market positions of many U.S. companies and industries. The smart companies are developing strategies and implementing plans to protect their positions and capitalize on new opportunities.

REAL WORLD PROFESSIONAL

Moises Cisneros

International Trade Manager, Los Angeles Area Chamber of Commerce

Education: B.A., international relations, University of Southern California

World Trade Week: How did you enter this field?

Cisneros: While pursuing my undergraduate degree, I took an unpaid internship at the Los Angeles Area Chamber of Commerce export assistance program called "LA TRADE."

WTW: Other than college, did you have any practical experience or training?

Cisneros: Cumulatively, every single job I've held has prepared me for my current position--even my first real paycheck job at Foster's Freeze when I was 15. The individuals you meet in high school and college may be your support network in later years. To this end, be active in key programs or activities, on- or off-campus. The biggest factor during my college years was my decision to run for student government office. It allowed me to take risks, make mistakes and learn from them.

WTW: What are your major responsibilities?

Cisneros: My overall responsibilities include:

- A.** Help position and promote the Greater Los Angeles area as a premier global business hub
- B.** Play the role of business matchmaker between local companies and foreign commercial interests
- C.** Promote the benefits of international trade
- D.** Organize programs that will educate small and medium companies on how to take advantage of export/import markets

WTW: Describe your typical day at work.

Cisneros: A portion of my time is spent in internal meetings with L.A. Chamber staff or out on the field with partners and members. These meetings consist of project management and implementation updates as well as brainstorming on the long term mission of the organization. I wear many different hats, so it's not uncommon that I also conduct administrative and follow up work --everything from conceptualizing graphic designs for our marketing pieces to drafting speeches for our board members.

WTW: What is the career path in this field?

Cisneros: An undergraduate degree is required. Business and international majors are preferred. Having an internship prior to applying to a similar position will position you above other's who do not have internship experience.

WTW: What personal qualities have helped you become successful?

Cisneros: I have had the good fortune to be able to grow and evolve my own position. I believe curiosity has been my best asset. I am curious about people and their backgrounds. Respecting and appreciating other cultures has also endeared me to the many foreign representatives I work with.

WTW: What are the toughest challenges you face?

Cisneros: The task of uniting international trade stakeholders in the Greater Los Angeles area is challenging. There are over 85 Consul General representatives, a large ex-pat presence from around the world, and a

geographic area that spans over 700 square miles! The geographic expanse makes communication and transportation difficult. Talking about transportation, the region as a whole, including business and quality of life, will be affected by the expansion of cargo movement in the area.

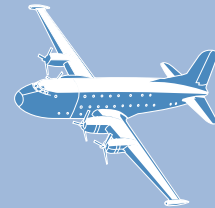
WTW: What are the rewards of your position?

Cisneros: I love the look in a client's face when I have helped them to successfully expand their product or service into a foreign country. They normally are very excited and appreciative. And of course I enjoy the traveling.

WTW: What advice would you give someone seeking a career in your field?

Cisneros: Obtain practical administrative skills. Make sure you know your way around the Microsoft office programs. Sharpen your public speaking abilities. If you think you don't have any, it's never too late to start. Join Toastmaster's or a college campus club that will encourage you to make presentations. Network at the many international trade events in your area and secure an internship. If the internship does not end in an offer, you'll still learn a bit more about the industry and meet people who work for international trade companies.

FUN FACTS



The ports of Los Angeles and Long Beach handle almost 50% of all full ocean containers entering the U.S.

Pier 400 at the Port of Los Angeles is the largest proprietary container terminal in the world. 11 million metric tons of rock were used in the construction of Pier 400. This is approximately 25 times the amount of rock used to create Mount Rushmore. The container terminal will measure 484 acres, which is more than three times the combined size of Disneyland and Disney's California Adventure. Enough hot mix asphalt was used on the container terminal backland area to resurface a roadway 12-feet wide and 4-inches thick for 320 miles – the distance from Los Angeles to Las Vegas.

Merchandise Product Development

The Fast Track

Career Options

Merchandise product development focuses on creating products, from initial concept to final purchase. Whether the product is apparel, footwear, or items for the home, the process is the same. It begins with identifying a trend and the consumer segment to be served. It continues through costing, marketing, the production cycle, and selection of delivery channels. If you choose to specialize in product development, these are some of the positions available to you:

- Sourcing manager
- Merchandiser/designer
- Trend analyst
- Licensing coordinator
- Sourcing assistant
- Pre-production coordinator
- Product/brand manager
- Fabric and trim buyer
- Fit specialist
- Quality control manager
- Technical designer

What You'll Need

- Minimum two-year college degree
- Continuing education or four-year degree increases your value
- Computer proficiency and math skills
- Production construction knowledge

What You'll Earn

- Entry level salaries begin in the \$30-35,000 range
- Mid-level salaries up to \$50,000+

Opportunities in Merchandise Product Development

If you choose this field, you must be knowledgeable about trends and trend forecasting, consumer market analysis, current technology, global sourcing for materials and production capacity. You'll need to understand multi-channel retailing including traditional brick-and-mortar retail outlets, specialty stores, catalogs and e-commerce. In addition you must be familiar with all aspects of the global supply chain.

As a *sourcing manager*, you will work closely with the merchandiser/designer. Together you will design and produce products for your specific customer—anything from furniture to a pair of jeans. You would usually begin your career as a sourcing assistant. From sourcing manager, you could move up to director of sourcing or vice president of design.

To become a sourcing manager you will learn how to evaluate material and production providers throughout the world. Your daily work will include participating in meetings, receiving, reviewing, and sending e-mails about orders and production schedules, and analyzing bids from suppliers. In some instances you might travel outside the United States. People who work in the area of sourcing coordinate with designers of products and textiles, factories, agents, freight forwarders, and logistics providers.

Your key to success will be your effective communication skills, critical thinking and problem solving ability, plus the ability to work in multi-disciplinary, multi-cultural teams. The global aspect of all production and sourcing of materials requires you to understand a variety of cultures and business practices. The ability to communicate in more than one language is a plus.

The Bottom Line

As the development, production, and sourcing of all products becomes more complex, the demand for people in this field is expected to increase. Growing complexity is creating new areas of specialization. Because sourcing is now a global process, people in the field must expand their knowledge beyond the technical aspects of their specific job. To be effective you must understand trade issue and agreements, as well as global economic and political trends. When selecting sources you must balance the need for rapid response to consumer trends and the realities of cost restraints with social and environmental responsibility.

Public Sector

The public sector is the part of the economy in which business organizations are wholly or partly owned by an agency of the federal or local government and are controlled through a public authority. International career opportunities in this sector exist in federal and state agencies, as well as international and non-profit organizations.

PUBLIC

THE U.S. FEDERAL GOVERNMENT

www.firstgov.gov

The U.S. Government represents this country's interests and promotes trade abroad through many government departments and agencies, including:

- Department of Commerce
- Department of Energy
- Department of State
- Department of Transportation
- Department of Treasury
- Export-Import Bank
- Foreign Agricultural Services
- Agency for International Development
- U.S. Information Agency
- Overseas Private Investment Corporation
- Small Business Administration
- Trade and Development Agency
- United States Trade Representative.

Jobs involving international trade are increasing as the global economy becomes more interdependent. Some of these positions require a Bachelor's degree, while others may require a Master's degree. Hiring within federal government agencies is decentralized. Many federal agencies fill positions just like private industry, by allowing applicants to have direct contact with the agency for job information and application processing. But while the process is similar to private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment. Compensation in all government jobs is based on the federal pay grade system, which has 15 grades and 10 steps within each grade. Current salaries within this system range from \$16,000 at G-1 to \$116,500 at G-15.

There are two classes of jobs in the federal government: civil service, and non-civil service. Civil service jobs are under the jurisdiction of the Office of Personnel Management (OPM) and subject to the civil service laws passed by Congress to ensure that applicants and employees receive fair and equal treatment in the hiring process. These laws give officials broad authority to review more than one source before determining the best qualified candidate based on job-related criteria. A basic principle of federal employment is that all candidates must meet the qualification requirements for the position for which they receive an appointment.

Non-service agencies function outside the civil service system. They may set their own qualification requirements and are not subject to the appointment, pay, and classification rules in Title 5 of the United States Code. However, they are subject to veterans' preference. Some federal agencies, such as the Federal Bureau of

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Investigations (FBI) and the Central Intelligence Agency (CIA) have only non-civil-service positions. In other instances, certain organizations within an agency, or even specific jobs, may be excepted from civil service procedures. Positions may be in the excepted service by law, by executive order, or by action of OPM. (www.opm.gov).

REAL WORLD PROFESSIONAL

The Real World Professional

Rachid Sayouty

Director, U.S. Department of Commerce

Education: B.S. in business administration, Saint Francis College, Brooklyn, NY (Magna Cum Laude); M.B.A., California State University, Northridge.

WTW: Describe your typical day at work.

Sayouty: A typical day usually starts with checking email and updating my to-do list. The majority of my time is spent on working on client projects for international expansion.

WTW: What are your major responsibilities?

Sayouty: Providing high quality service to our clients, managing the downtown L.A. office and making sure that we have adequate resources to assist our clients. Finally, developing partnerships is a key responsibility, since having strong relations with local partners means we are able to reach out and assist more companies in the local area.

WTW: How did you get your first job in this field?

Sayouty: It all started with a non-paid internship at the L.A. Chamber of Commerce.

WTW: Other than a college education, did you have any relevant experience or training?

Sayouty: Prior to my current position, I worked at the L.A. Chamber of Commerce for L.A. Trade. The L.A. Trade program introduced me to the international business field and helped me learn about how interesting international trade really is.

WTW: What personal qualities have helped you become successful?

Sayouty: Listening is very important. On a typical day, I speak to at least five clients with different questions and concerns. Good communication skills are important in making sure that others understand what you are trying to achieve. Finally, empathy is important. By relating to others and their situations, you are more likely to provide targeted support.

WTW: What are the toughest challenges you face?

Sayouty: The ability to do more with less. But at the same time, working with a company that has not exported before and seeing that same company exporting because of our help and counseling is the most satisfying part of my job.

WTW: What advice would you give someone seeking a career in your field?

Sayouty: The opportunities are limitless. For entry level positions, I recommend internships. Use internships to gain a basic knowledge of the industry. Many companies are open to hiring interns without prior professional experience. Internships are competitive so you should strive to achieve a high grade point average. Take the time to talk to other students, school counselors and professionals. Work hard to earn higher level degrees and don't look for a job, look for a career. Finally, have fun!

Department of Commerce

The Department of Commerce (DOC) is one of fourteen cabinet level departments. Its headquarters is in Washington, D.C. and it has thirteen regional bureaus. One of DOC's responsibilities is to encourage U.S. competitiveness in the global marketplace by promoting trade, business and commercial interests overseas. The sections of Department of Commerce that deal with international trade matters include:

International Trade Administration www.ita.doc.gov

The International Trade Administration (ITA) is the lead unit for trade in the Department of Commerce. It promotes world trade and strengthens U.S. exports of manufactured goods, non-agricultural commodities and services. It participates in formulating and implementing U.S. foreign trade and economic policies and monitors market access and compliance with U.S. international trade agreements. The ITA works closely with U.S. businesses and other government agencies, including the Office of the U.S. Trade Representative and the Department of Treasury.

ITA's operation is divided into four areas:

The **Import Administration** investigates dumping complaints to determine whether foreign goods are being sold in the U.S. at less than fair market value, and also investigates duty complaints to determine whether foreign governments are subsidizing their exports to the U.S.

Trade Development provides industry-specific analysis and advice on trade and investment issues to the U.S. business community and participates in negotiation and monitoring of bilateral and multilateral trade agreements.

Market Access and Compliance (MAC) is responsible for securing greater foreign market access for U.S. companies, particularly small and medium-sized businesses, through eliminating barriers to U.S. exports overseas and ensuring full compliance with more than 200 trade agreements. There are five regional MAC groups: Africa; the Near East and South Asia; Europe; the Western Hemisphere; Asia and the Pacific; and Japan.

The U.S. and Foreign Commercial Service operates a network of 100 Export Assistance Centers and 142 additional posts nationwide. These are located in markets which together account for 95 percent of American exports. Center trade specialists help companies enter into new markets. They give advice on distribution channels, pricing, and relevant trade shows and missions. They also assist with trade finance programs available through federal, state, and local entities.

Commercial officers abroad promote U.S. exports and support the interests of American companies in project bidding and trade disputes. U.S. Export Assistance Centers are located in major metropolitan areas throughout the United States. They are one-stop shops ready to provide small- or medium-sized business with local export assistance.

Bureau of Industry and Security

www.bxa.doc.gov

The Bureau of Industry and Security (formerly Bureau of Export Administration) is at the cutting edge of many challenging and important issues involving national security and high technology. A principal challenge for the bureau is to help stop proliferation of weapons of mass destruction, while furthering the growth of U.S. exports.

Starting Your Career

A variety of positions are available for those interested in working in the different bureaus of the Department of Commerce. Among the most common are *international trade specialists* and *foreign service officers*. If you are interested in this area of government service, you should take courses in international economics, trade, commerce, marketing, area studies, languages, and business administration.

As an *international trade specialist* at the full performance level, you will develop and implement trade policies and programs to achieve increased access to overseas markets. You may work in trade analysis and policy; export promotion; information development and dissemination; industry liaison; business advocacy; or agreement negotiations and compliance monitoring. You'll recommend the agency's positions on complex trade issues, policy positions and negotiating strategies. You may represent your office at interagency planning meetings and industry working groups, prepare position papers, briefings, speeches and reports, respond to requests from U.S. businesses and industry groups on market conditions, trade and investment opportunities, and problems affecting export expansion.

Qualifications and Salary: You should have at least one year of specialized experience in which you have applied your knowledge of international economic and political factors influencing the flow of goods and services between countries. You should understand the workings of foreign market structures and international competitiveness, and be able to solve problems related to sales and marketing of goods and services worldwide. You should have a Master's or equivalent graduate degree, or two full years of progressively higher level graduate education leading to such a degree, or an LL.B. or J.D., if related. In order to be creditable, your education must be in a relevant field, such as international relations, international business, or international trade. With this background, you can expect a starting salary of \$38-50,000.

A *foreign commercial service officer* serves overseas to provide in-country leadership for U.S. export promotion programs. These programs are conducted in partnership with other agencies and organizations to capitalize on existing market potential and create new opportunities. As a commercial officer, you would advocate and intercede with local governments and trade organizations on behalf of U.S.

companies, and develop and utilize an extensive network of host country contacts at the local, regional, and national levels. The Commercial Section at a United States diplomatic mission hosts congressional, state, and local government delegations, as directed by the Ambassador, and coordinates trade delegations led by senior administration officials. You would implement regional initiatives of the Trade Promotion Coordinating Committee; support policy negotiations; resolve trade complaints; and implement comprehensive export promotion programs.

There are over 270 commercial officers serving in 85 countries worldwide, usually in locations with the most promising market potential for U.S. goods and services. Over the course of a 20-year career, you could expect to serve in at least five domestic and/or overseas assignments.

Qualifications and Salary: You should have a B.A. or B.S. degree and have two years of specialized experience. If you have an M.A. or M.S. degree or other graduate degree and one year of specialized experience, you will also qualify to become a commercial officer. You will need to be a U.S. citizen between the ages of 21 and 59, be available for a worldwide assignment, and be willing to relocate approximately every three to four years. Your starting salary range will be between \$38,000 and \$49,000

Department of Energy

www.energy.gov

It is the Department of Energy's (DOE) responsibility to promote secure, competitive, and environmentally responsible energy sources and production that serve the needs of the public. The department also supports national security, promotes international nuclear safety, and reduces the global danger from weapons of mass destruction. It supports environmental quality and delivers leading edge science and technology to the nation's science base.

The Office of Political and International Affairs develops and implements the nation's international energy policies and deals with energy emergencies. It provides the general perspective on all negotiations between the United States and other nations. The department impacts everything from combating the global threat of terrorism to promoting sustainable energy use worldwide.

Starting Your Career

Many career paths are available if you want a career with this government agency. You will be able to choose from a variety of positions, including administrative, professional, executive, scientific, faculty, and technical. Important qualifications include a background in engineering, economics, technology, or energy services.

Foreign Affairs Specialist

In this position, you might work for the Office of the Deputy Administrator for Defense Nuclear Nonproliferation, which provides the DOE and the National Nuclear Security Administration (NNSA) with timely information, analyses, and expertise to support operational defense nuclear nonproliferation interests. The Assistant Deputy Administrator for International Materials Protection and Cooperation orchestrates DOE/NNSA's assets and expertise in planning, directing and implementing U.S. cooperation with the Russian government in nuclear materials protection, control, and accountability for which DOE is the lead U.S. governmental agency.

Qualifications and Salary: To work in this department, you will need Bachelor's degree or higher in international law, international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or the humanities. For higher pay grades graduate degrees and/or specialized experience is necessary. Salary ranges for mid-level and senior positions range from \$55,000 to \$102,000.

Program Analyst (National Security Program)

In this position, you would be responsible for analyzing and evaluating the DOE's national security programs. You would be considered an expert on programmatic issues related to national security. You would identify new and important security issues and design appropriate strategies. In addition to advising the director and the deputy director, you would plan the work program of the department and

prepare the annual justification of the congressional budget request. You would also produce the DOE annual performance report, the program reviews, and other secretarial initiatives.

Qualifications and Salary: In addition to your degree, you will need one year of specialized experience that is directly related to the duties of this position. To be creditable, your specialized experience must be equivalent to the next lower grade level in the Federal Service for the normal career path for this job. Your salary would range from \$92,000 to \$119,000 per year, depending on your government grade level and qualifications.

FUN FACTS



The Vincent Thomas Bridge, which links San Pedro to Terminal Island, is the official welcoming landmark of the City of Los Angeles.

International trade has created and continues to sustain more than half a million jobs in the Los Angeles county area alone.

LAX is ranked in the top 5 cargo airports in the world.

Department of State

www.state.gov

The Department of State helps to shape a freer, more secure, and more prosperous world through formulating and implementing the President's foreign policy. The Secretary of State is the ranking member of the Cabinet and fourth in line of presidential succession. The Secretary is the President's principal adviser on foreign policy and the person chiefly responsible for U.S. representation abroad.

There are 191 countries in the world, and the United States maintains diplomatic relations with more than 180 of them and with many other international organizations. The Department of State, located in Washington, D.C., takes the leading role in our mission to preserve and improve relationships with these countries. We maintain nearly 260 diplomatic and consular posts around the world, including embassies, consulates, and missions to international organizations.

You can make a difference by choosing a career as a foreign service officer, foreign service specialist, or Civil Service employee. Knowledge of a foreign language is not essential to be hired in the Foreign Service. Officers and specialists attend foreign language classes at the Foreign Service Institute, which offers training in more than 40 languages.

Becoming a Foreign Service Officer

What awaits you in the Foreign Service is the opportunity of a lifetime to get to know foreign languages and cultures by living them and to make a difference in the lives of American and foreign citizens. Foreign Service Officers (FSOs) advocate American foreign policy, protect Americans abroad, and promote American business interests throughout the world. FSOs staff our embassies, consulates and other diplomatic missions devoted to strengthening peace, stability, and prosperity. Their perceptiveness, dedication, and creativity drive the formulation and achievement of American foreign policy objectives. You can become an FSO as a generalist with a liberal arts degree; however, an advanced degree in a specialized area will enhance your value. Increasingly, transnational issues have gained priority among American foreign policy objectives. Current issues on the foreign policy agenda today include:

- Environment
- Science and technology
- The fight against AIDS and other pandemics
- International law enforcement
- Counter-narcotics trafficking and counter-proliferation

Today's FSOs are making major contributions on the cutting edge of foreign policy. Officers both develop and implement our nation's foreign policies. Career opportunities in Foreign Service include:

- Administrative affairs officer
- Consular affairs officer
- Economic affairs officer
- Political affairs officer
- Public diplomacy officer
- Foreign service specialist

As an *administrative affairs officer* abroad, you will play a leadership role in the local American community to foster goodwill and cooperation on matters of mutual interest. Your responsibility will be to manage the support operations of the U.S. embassy or consulate in your assigned country. You will manage budgets and fiscal planning, oversee vehicle maintenance and supplies, negotiate leases, and attend to general personnel matters that affect American workers and their dependents.

A *consular affairs officer* serving overseas protects the interests of American citizens traveling or living abroad. In this job, you'll assist Americans who have been in serious accidents or have other emergencies. You will work to ensure that Americans in foreign jails are treated fairly, register absentee voters, and take testimony for U.S. courts. You will process applications for non-immigrant and immigrant visas and monitor immigration issues of interest to the U.S. government.

Economic affairs officers are responsible for providing their post and Washington with information and analysis on significant economic developments in the host country. Your goal in this position is to advance U.S. economic and commercial policies, interests and goals, including assisting U.S. business representatives. You may support or conduct bilateral negotiations on economic and commercial issues, participate in developing country commercial programs, and provide support for specific U.S. trade promotion programs.

Political affairs officers follow political events in their host country and report significant developments to the State Department. In this job you will communicate U.S. government views on political issues to foreign governments, and you may accompany higher-level embassy officials as a note-taker when they meet with host government officials. You will work closely with U.S. Information Agency representatives at your post to evaluate information from local media reports. You'll also assist visiting U.S. officials and represent the U.S. at selected official functions, ceremonies, and meetings.

Public diplomacy officers are the public relations representatives of the U.S. government. As such, you will implement cultural and informational programs which explain to foreign audiences the values, beliefs, and foreign policy agenda of the United States. You'll have the

opportunity to travel, learn other languages, meet people all over the world, and serve your country at the same time. You will work with local journalists in radio, television, and newspapers. You might set up a press conference, or a press center if you are having a presidential visit.

Qualifications and Salary

Your first step is to complete a foreign service exam that will measure your knowledge and understanding of a range of subjects necessary to do the work of a Foreign Service Officer. To be eligible for the exam, you must be a U.S. citizen between the ages of 20 and 59, and be available for worldwide assignment. Foreign service officers are considered generalists, but each officer enters the service in one of five career tracks: administrative, consular, economic, political, or public diplomacy. After you pass the exam, your second step will be an oral assessment aimed specifically at your chosen career track. Each year the Department of State hires approximately 500 career officers, and the department is always seeking qualified candidates.

Entry salaries are set through a process that includes consideration of the candidate's education and relevant experience to determine the appropriate pay grade and step within that grade. If you have a Bachelor's degree and no professional experience, your starting salary will be in the \$35,000 range, depending on your location. Candidates with Bachelor's degree receive one additional step for each year of professional experience. Candidates without a college degree but with more than six years of professional experience receive one additional step for each year of professional experience above six years. For example, a candidate without a college degree with 11 years of professional experience would start in the \$40,000 range.

Becoming a Foreign Service Specialist

The Department of State offers career opportunities to professionals who can provide specialized support functions needed around the world. As a Foreign Service Specialist, you will provide important technical support or administrative services at one of 250 posts overseas, in Washington, D.C., or elsewhere in the United States. Specialists are an integral part of a team of working professionals who are dedicated to representing America's interests. Opportunities for Foreign Service Specialists are as diverse as the countries in which they serve. The jobs are grouped into seven major categories:

- Administration
- Construction engineering
- Information technology
- International information and English language programs
- Medical and health
- Office management
- Security

These appointments do not require you to take a written exam, but candidates must meet specific education or work experience requirements and pass an oral assessment. At current pay rates, new Foreign Service Specialists earn a

basic annual salary in the \$25,000 range. However, depending on experience and market conditions, salaries can go as high as six figures.

Obtaining a Civil Service Position

The U. S. State Department hires civil service employees in positions in Washington, D.C. and around the world as members of the Foreign Service. The department currently has a civil service workforce of more than 6,000 employees in Washington, D.C., and at field offices in other parts of the United States.

Along with their Foreign Service colleagues, civil service employees are responsible for carrying out the State Department mission of administering U.S. foreign policy and maintaining diplomatic relations throughout the world. As a civil service employee, you would work in the United States in a professional, technical, or administrative capacity to provide continuity and expertise in accomplishing all aspects of the State Department's mission. You will either be assigned to a geographic or functional bureau in Washington, D.C. or to a field office. Geographic bureaus support overseas posts and coordinate policy for the region. Functional bureaus serve in such areas as information management, consular, economic, security, public affairs, resource management, and administration. Field offices include passport agencies, dispatch agencies, and diplomatic security offices. No matter where you serve, your assignment will make a difference. You may be involved with human rights issues or refugee programs, intelligence and research, administrative functions, narcotics affairs, or the environment.

Periodically the department hires professionals such as accountants and auditors, architects and engineers, attorneys, budget and financial officers, computer specialists, contract specialists, intelligence analysts, human resources specialists, public affairs and public information specialists, technical information specialists, security specialists, passport and visa specialists, and clerical and administrative support positions.

Qualifications You Will Need

To qualify for a civil service position within the Department of State, you must be a U.S. citizen and at least 16 years old. Most positions require a thorough background investigation so you can receive a security clearance. For entry-level professional positions, you should have at least three years of responsible work experience or a bachelor's degree. Useful degrees for civil service opportunities include accounting, architecture, banking, business administration, computer science, criminal justice, engineering, finance, foreign affairs, international relations, law, management, or political science.

Department of Transportation

www.dot.gov

The Department of Transportation creates national transportation policy and promotes inter-modal transportation. Other responsibilities range from negotiating and implementing international transportation agreements, assuring the fitness and safety of U.S. airlines, enforcing airline consumer protection regulations, issuing regulations to prevent alcohol and illegal drug use in transportation systems, and preparing transportation legislation.

Opportunities in Transportation

You will have many choices in this department and its agencies, including transportation specialist, travel assistant, transportation claims examiner, air safety investigators, aviation safety inspectors, and air navigator. The individual web sites at the end of this section provide more specific information on these careers. Two positions within the transportation field are:
Logistics management specialist
Transportation industry analyst

As a *logistics management specialist*, you would perform agency-wide logistic support duties. You might assist in developing specific support requirements relating to legacy, command, control, communications, computer and intelligence assets. You would provide advice and assistance on the logistics management and contract administration of acquisition projects; and provide integrated support interface planning expertise for systems engineering.

Qualifications and Salary

This is not an entry level position and is available to applicants who meet the department's GS-11 or the GS-12 grade level qualifications. At the GS-11 level you must have at least one year of experience assisting with the logistics management and contract administration of acquisition projects; or you should have assisted in conducting studies to establish logistics requirements for surface/air/C4ISR specifications. Alternatively, you would have completed a Ph.D., or have at least three full years of graduate level education towards such a degree, in a field that is directly related to the position. The salary range is from \$46,500 to \$72,400, depending on government grade level, skills, and experience.

As a *transportation industry analyst (Maritime Administration)* you will conduct risk studies and analysis of both short-term and long-term requirements for various marine craft that involve government assistance. You'll review charters, contracts for freight shipment and other forms of vessel use. You may analyze data such as the volume of traffic on a route, a projection of tonnage to be carried on the route, and estimates of revenue to be earned, including evaluating anticipated consequences on that segment of the maritime industry.

Qualifications and Salary

You should have at least one year of specialized experience at the appropriate grade in the federal service. Your experience should demonstrate a high level of knowledge about a wide range of principles, concepts, and methodology of project, financial and economic analysis. You will need a general professional knowledge of finance or risk management in order to review charters and contracts. Range for this position is \$38,400 to \$60,000, depending on experience and qualifications.

For Additional Information

The Department of Transportation is divided into the following administrations, which can provide you with more detailed information about available positions.

- **Bureau of Transportation Statistics (BTS)**
www.bts.gov
- **Federal Aviation Administration (FAA)**
www.faa.gov
- **Federal Highway Administration (FHWA)**
www.fhwa.gov
- **Federal Motor Carrier Safety Administration (FMCSA)**
www.fmcsa.gov
- **Federal Railroad Administration (FRA)**
www.fra.gov
- **Federal Transit Administration (FTA)**
www.fta.gov
- **Maritime Administration (MARAD)**
www.marad.gov
- **National Highway Traffic Safety Administration (NHTSA)**
www.nhtsa.gov
- **Office of Inspector General (OIG)**
www.oig.gov
- **Research and Special Programs Administration (RSPA)**
www.rspa.dot.gov
- **St. Lawrence Seaway Development Corporation (SLSDC)**
www.seaway.dot.gov
- **United States Coast Guard (civilian and military jobs)**
www.uscg.mil.gov

Department of Homeland Security

www.dhs.gov

The mission of Homeland Security is to lead the unified national effort to secure America. The department's goal is to prevent and deter terrorist attacks, and to protect against and respond to threats and hazards toward the nation. The department ensures safe and secure borders, welcomes lawful immigrants and visitors, and promotes the free flow of commerce. Within this department, both the U.S. Customs Service (USCS) and the Secret Service (USSS) provide career opportunities in the international arena.

The U.S. Customs Service (USCS)

www.customs.gov

The USCS acts as the primary enforcement agency protecting the nation's borders. It is the only border agency with an extensive air, land, and marine interdiction force and with an investigative component supported by its own intelligence branch. One of the primary duties of USCS is to keep illegal drugs out of the country.

When you choose a customs career, you are accepting a serious law enforcement challenge with daily personal and professional rewards. The job is both physically and emotionally demanding. Because the service operates in a wide variety of ports, there is a great diversity in duties. Some involve significantly greater law enforcement challenges than others.

The land, sea, and air borders of the United States are the areas of USCS operations. The ports of entry reach from the Atlantic and Pacific coasts to the long land borders with Mexico and Canada, plus Alaska, Hawaii, and islands in the Caribbean. U.S. Customs is a major law enforcement mission that involves not only drug interdiction but also a wide range of import/export inspection, collection of duties, and the inspection of personal goods being brought into the country. Customs also works closely with other federal agencies to ensure the overall security of the country's borders.

Becoming a Customs Inspector

First, you will undergo eleven weeks of rigorous physical and educational training at the Federal Law Enforcement Training Center. Firearms training is required and you must continue to maintain your firearms proficiency throughout your career. Inspectors frequently have responsibility for valuable goods, seized drugs and currency, so absolute integrity is an essential requirement.

A customs career is both tough and exciting. The hours can be long and there is shift work, but the overtime is well paid. In some assignments, you may have to climb aboard train cars, trucks, and into ships' holds. Inspectors at land borders and in harbors work outdoors in all kinds of weather. Some tasks involve getting dirty, going through cargo and tearing apart vehicles in search of drugs.

Although the duties are nearly always performed in a controlled environment, the officers do carry firearms and are sometimes called upon to use them. For the men and women of the USCS, the rewards include representing their country in the uniform of a proud federal service.

Qualifications and Salary: If you have the integrity, self-motivated spirit, and common sense combined with professionalism, you may find that supporting this country's homeland security effort is the ideal career. It is law enforcement on a nationwide scale, from coast to coast, border to border.

Usually, four years of college or three years of work experience will meet qualifications for an entry-level (GS-5) position. In some cases, a combination of college and work experience is acceptable. To qualify for a higher (GS-7) grade level, you must have at least one year of specialized experience in import/export or compliance/regulatory work. Collegiate academic excellence or graduate education can also help fulfill requirements. If you have prior law enforcement or military service, that is often a good starting point. You must be a U.S. citizen, have a valid driver's license and be able to pass a thorough background investigation and medical and drug screenings. Salaries for customs inspectors range from \$24,600 to \$39,700.

The United States Secret Service

www.secretservice.gov

The United States Secret Service (USSS) is mandated by Congress to carry out two distinct and significant missions: protection and criminal investigation. The Secret Service is responsible for protecting the President, the Vice President, their families, heads of state and other designated individuals. The USSS investigates threats against these individuals, and protects the White House and other government buildings in Washington, D.C. The Secret Service enforces laws relating to counterfeiting and investigates financial crimes.

How to Become a Special Agent

This premier law enforcement organization is looking for highly qualified men and women from diverse backgrounds who desire a fast paced, exciting and challenging career. Newly appointed special agents may be assigned to duty stations anywhere in the United States. Throughout your career, you may experience frequent travel and assignments to Secret Service offices located throughout the United States or liaison assignments in foreign countries.

Qualifications and Salary: You will need a Bachelor's degree from an accredited college or university or three years of work experience in the criminal investigation or law enforcement fields. You must be a U.S. citizen, at least 21 years of age but younger than 37 at time of your appointment. You'll need to pass the required entry exams. You will undergo a complete background investigation including in-depth interviews, drug screening, medical examination, and polygraph examination. You will probably enter the USSS at the GS-5, GS-7 or GS-9 level, depending on your qualifications and education. Salaries range from \$24,600 to \$48,600. Special agents also receive Law Enforcement Availability Pay (LEAP) which will entitle you to receive an additional 25 percent of your annual base pay.

Export-Import Bank

www.exim.gov

It is the responsibility of the Export- Import Bank (Ex-Im Bank) to create jobs through exports. The bank provides guarantees of working capital loans for U.S. exporters, guarantees the repayment of loans, or makes loans to foreign purchasers of U.S. goods and services. Ex-Im Bank also provides credit insurance that protects U.S. exporters against the risks of non-payment by foreign buyers for political or commercial reasons. Ex-Im Bank does not compete with commercial lenders. Instead, it assumes the risks they cannot accept. Ex-Im Bank recruits individuals to work in many departments, including credit administration, finance, marketing, and risk management

Your Career as a Loan Specialist

Loan Specialists serve as senior credit officers in the Trade Finance Division of the Structured and Trade Export Finance Group. Here you will focus predominantly on processing complex trade finance loan and guarantee transactions. You will exercise considerable judgment on a variety of policy and credit issues. You will lead a team of professionals through the financial, technical, legal, and country due diligence process, as well as negotiate directly with other lenders and foreign borrowers.

You'll develop new programs or products to meet special needs of particular markets through such channels as framework guarantee agreements, project incentive agreements, and regional risk studies. Depending on country assignments, credit officers implement Ex-Im Bank's Tied Aid Program. As a senior credit officer, you will mentor and train less experienced credit officers. You will serve on or lead internal work groups and committees that evaluate and make recommendations designed to improve Ex-Im Bank's programs, policies, or processes.

Becoming a Program Manager

Each program manager plays an administrative support role in his or her designated department. In this position, you will be responsible for making your department run smoothly. You must be familiar with regulations affecting travel procedures and policies. You will review, set up payment, and validate charges on the monthly government travel credit card accounts. You will obtain visas and passports while maintaining official regulations and directives.

Qualifications and Salaries

The personnel of Ex-Im bank have degrees in economics, finance, banking, business, and accounting. It is highly recommended that you have these skills plus a minimum of two or three years in banking prior to applying. The agency offers a variety of career options as well as an internship program that is open to both undergraduate and graduate students.

As a loan specialist, you will need the equivalent of one year's specialized experience in these job functions,

performing duties such as analyzing complex trade finance and loan guarantee transactions. You will enter this position at the GS-13 grade level, with a starting salary in the mid-\$60,000 range.

As a program manager, you will need at least one year of equivalent experience and will begin at the GS-7 grade level. Your starting salary will be in the low \$30,000 range.

Department of Agriculture

www.usda.gov

www.fas.usda.gov

Within the Department of Agriculture, the Foreign Agricultural Service (FAS) works to improve foreign market access for U.S. products. FAS operates programs designed to build new markets and improve the competitive position of U.S. agriculture in the global marketplace. FAS takes on the primary responsibility for USDA's overseas activities, including market development, international trade agreements and negotiations, and collecting and analyzing statistics and market information. FAS also administers USDA's export credit guarantee and food aid programs, and helps increase income and food availability in developing nations by mobilizing expertise for agriculturally led economic growth. Career opportunities within FAS include:

- Agricultural marketing specialist
- Foreign agriculture affairs specialist
- Program training assistant
- Administration
- Commodity and marketing
- International cooperation and development
- International trade policy

Program Training Assistant

A great place to start in FAS is as a program training assistant. Under the sponsorship of the Cochran Fellowship Program, you would assist with the development, implementation, and coordination of short term training programs in the U.S. This training is provided for international public and private sector agriculturalists in areas related to agricultural trade, management, marketing, policy, and technology transfer.

The objectives of the Cochran Fellowship Program are to assist selected middle income and emerging market countries to develop their domestic food systems, and to strengthen and enhance trade relations with U.S. agricultural interests. Candidates with a college degree are preferred for this position. However, equivalent experience can be substituted for academic qualifications.

FUN FACTS



\$5.1 billion in Customs duties were collected in FY 2004, or over \$9,500 every minute to the US Treasury

Direct international trade activity is responsible for 439,900 jobs in Southern California, not including manufacturing of goods for export. Indirect jobs would total 132,000 more.

Σ
80% of the almonds consumed worldwide were grown in California.

Agency for International Development

www.usaid.gov

The United States Agency for International Development (USAID) operates economic assistance programs in approximately 80 developing countries. The agency uses both loans and grants to focus on critical problem areas in developing countries. The specific programs utilized are foreign disaster assistance, Food for Peace and economic support.

General areas of concern include rural and private enterprise, nutrition, health, population planning, education, environment, energy, science, and technology. USAID recruits new professionals through the International Development Intern Program, a two-year program that leads to entry-level positions in the Foreign Service. USAID intern programs are available as well, but are usually unpaid positions. The following provides some idea of the variety of positions available and the background required.

Program Officers

Program officers are generalists who advise the mission director on policy, planning, and evaluation of USAID programs. International affairs, economics, political science, or regional expertise in developing countries are appropriate background studies, and significant work experience is desirable.

Contract/Commodity Management Officers

Contract/commodity management officers help coordinate and award USAID-financed commodity programs. The position requires a bachelor's degree in business, finance, public administration, law, or banking with an emphasis on commerce or trade and at least three years of related work experience.

Democracy Officers

Democracy officers assist host country leaders in furthering democratic initiatives. The position requires either a J.D. degree or a graduate degree in international affairs, public administration, or a related social science, and at least three years' experience in a related field.

Program Economists

As a program economist you will study economic conditions in countries applying for U.S. assistance. A graduate degree in economics and at least three years of pertinent professional experience are basic requirements.

Education/Human Resources Development Officers

In this position you will analyze, advise, and assist with developing the host country's educational systems and human resources. Duties include participating in policy formation and program and project design. A graduate degree in education, psychology, sociology, anthropology or communications, and at least three years of specialized experience are required.

Environmental/Natural Resources Officers

In this job you will assist senior USAID and host government officials as they identify and develop programs to remedy environmental problems; promote sustainable development, and provide technical analysis and input for contract negotiation. You will need course work in international economics, along with at least three years of related professional experience.

Food for Peace Officers

Food for Peace officers assist in planning and implementing USAID food and emergency projects and programs. For this position you must have a graduate degree with a concentration in economics, business or finance, public administration, agricultural or social sciences, and at least three years of relevant experience.

Financial Management Officers

Financial management officers maintain the agency's accounting system and provide financial and statistical data. You should have a Bachelor's degree, ideally a C.P.A. or M.B.A., and at least three years of related work experience.

Health/Population/Nutrition Officers

Health/population nutrition officers assist in managing family planning, nutrition, and HIV/AIDS health projects. The position requires you to have a graduate degree in a related field including public health, health sciences, business, or economics and at least three years of related experience.

Housing/Urban Development Officers

Housing/urban development officers assist in designing and monitoring USAID's shelter and urban environmental programs for low-income families in developing countries. For this position, you should have a graduate degree or related coursework in international affairs, finance, economics or law and at least three years of related work experience.

USAID Private Enterprise Officers

As a private enterprise officer you will advise and assist host country leaders in both the public and private sectors to promote the emergence of a market economy in their country. A graduate degree or related coursework in international affairs, finance, economics, or law and at least three years of related work experience are required.

Compensation and Benefits: As in all foreign service careers, your compensation is based on education and work experience. These qualifications are then applied to a foreign service salary table with a range of \$17,686 - \$77,079 a year. Some posts offer additional benefits such as housing, entertainment, cost of living allowances, and hardship expenses.

Overseas Private Investment Corporation

www.opic.gov

The Overseas Private Investment Corporation (OPIC) mobilizes and facilitates the use of U.S. private capital and skills in the economic and social development of more than 140 less developed countries and areas, and countries in transition from non-market to market economies. OPIC accomplishes this by assisting U.S. investors through four principal activities designed to promote overseas investment and reduce the associated risks:

- Insuring investments overseas against a broad range of political risks
- Financing of businesses overseas through loans and loan guarantees
- Financing private investment funds that provide equity to businesses overseas
- Advocating the interests of the American business community overseas

Getting Started with OPIC

Since many OPIC functions revolve around insurance and finance, a background in either or both is essential. Experience in economics, economic development, banking, technology, or statistics is also helpful. OPIC offers internships (both paid and unpaid) during the fall, spring and summer semesters. Interns must be enrolled at least part-time in a relevant degree program. OPIC generally seeks graduate students (in M.B.A., international affairs, or economics programs), law students, and some junior or senior undergraduate students. OPIC employees must be U.S. citizens and must obtain security clearances.

A typical position within OPIC is that of *Information Technology Specialist*. In this role, you would be responsible for managing application development activities to enhance OPIC's business management environment. Part of your responsibility would be to direct the development of overall plans, criteria and programming specifications, coordinate team efforts, and integrate those efforts with other projects. You will present briefings and recommendations concerning long-range objectives.

Another important responsibility will be to conduct market-surveillance to determine what other bilateral, multi-lateral agencies and private sector finance and insurance firms are using to satisfy their information and processing requirements. You will need to implement sound and integrated information technology architecture, working within the established IRM framework. You may lead several integrated project teams made up of employees, contractors and business customers. In this function, you will plan, assign, and review work; establish goals and objectives; and evaluate team performance.

Qualifications and Salary

When you apply, you must have at least one year of specialized experience. "Specialized" means experience directly related to the work of an information technology specialist, which provides you with the knowledge, skills, and abilities to perform the required duties. Other requirements include U.S. citizenship and ability to obtain a top secret security clearance to be conducted by OPIC. The entry point for this position is a GS-13, and the salary ranges from \$78,000 - \$101,700.

FUN FACTS



95% of the world population lives outside the United States.

The two-way flow of goods, services and income between Canada and the United States constitutes the largest bilateral economic relationship in the world. In 2001, US transactions with Canada reached US\$445 billion, an average of US\$1.2 billion per day.

Small Business Administration

The Small Business Administration (SBA) is a government agency that aids, counsels, assists, and protects the interests of small business in order to preserve free enterprise. Many SBA positions require a background in finance, economics, banking, accounting, business administration, or similar fields. Some of the major positions available are:

- Economic development specialist
- Business opportunity specialist
- Personnel specialist
- Criminal investigator
- Loan specialist
- Industrial specialist
- Contract specialist
- Procurement analyst
- Accountant
- Auditor
- Economist
- Attorney

The Office of International Trade (OIT) and the Export Assistance Centers are the SBA's international trade divisions. The Office of International Trade (www.sba.gov/oit) offers instruction, assistance, and information about exporting through counseling and conferences. OIT helps businesses gain access to export financing through loan guarantee programs.

Getting Started with OIT

The entry level position of *Program Analyst* is the ideal place to begin your career. In this job you will work under the supervision of a higher-graded staff professional. You will participate in conducting audits or evaluations of SBA programs and operations to determine compliance with laws, regulations, and standard operating procedures. You will work to detect and prevent waste, fraud, and abuse; and to promote economy, efficiency, and effectiveness in the administration of SBA programs. Your specific responsibilities would include assisting in audit planning, conducting interviews, collecting and analyzing data from document files and other sources, documenting findings and recommendations, and participating in preparing written reports.

Qualifications and Salary

To enter at the GS-7 level, you must have at least one of the following:

- One year of specialized experience equivalent to at least the GS-5 level;
- One full year of graduate level education
- Standing in the upper third of the graduating class in the college, university or major subdivision
- Overall grade point average of 3.0 or better
- Grade point average of 3.5 in the major field of study
- Elected membership in a National Scholastic Honor Society

To enter at the GS-9 level, you must have one year of specialized experience that is equivalent to at least the GS-7 level; or a Master's or equivalent graduate degree or two full years of higher-level graduate education leading to a Master's, LL.D or J.D. degree. Minimum starting salaries are: GS-5, \$24,100; GS-7, \$30,000; and GS-9, \$36,600 per year.



Trade and Development Agency

www.tda.gov

The U.S. Trade and Development Agency (TDA) promotes U.S. partnerships in high priority overseas projects. TDA is currently increasing its international representation by opening offices worldwide. Another TDA priority is providing technical assistance to support infrastructure projects around the world. Its staff is based both in the U.S. and overseas, and provides assistance to countries in making their development goals a reality.

Getting Started at TDA

Becoming an *International Trade Specialist* is an excellent entry point into the TDA. In this position, you will assist the Regional Director in meeting program goals by analyzing proposals from U.S. companies, U.S. embassies, foreign entities, and trade associations in order to develop projects in host countries. You will evaluate proposals to determine the viability of a project, its importance to the economic development of the host country, and the U.S. export opportunities. You will recommend approval or disapproval of TDA funding to the Regional Director, monitor the grant award and contracting process, coordinate with the contractor to ensure that the defined mission provides sufficient basis for decision-making, and update official files to reflect project status.

Qualifications and Salary

As an international trade specialist, you must have one year of directly related experience which demonstrates that you can apply your knowledge of international economic and political factors influencing the flow of goods and services among countries. You must understand the impact of government policies and regulations, business conditions, and market structures on international competitiveness. You should be aware of problems and techniques relating to the sales and marketing of goods and services in world markets. If you do not have the directly related experience, you may still qualify if your major field of study is in international business, international trade, international economics, international affairs, or international relations. The salary ranges for this position are from \$38,000 to \$72,400 per year.

The United States Trade Representative

www.ustr.gov

The U.S. Trade Representative's office (USTR) is responsible for developing and coordinating international trade, commodity, and direct investment policy, and leading or directing negotiations with other countries on such matters. The U.S. Trade Representative is a Cabinet member who serves as the President's principal trade advisor, negotiator, and spokesperson on trade and related investment matters. "USTR" refers both to the agency and to the agency head, the person who holds the position of U.S. Trade Representative.

Like the National Security Council or Council of Economic Advisors, USTR is part of the Executive Office of the President. Through an interagency structure, the USTR coordinates trade policy, resolves disagreements, and frames issues for Presidential decision. The USTR also serves as Vice Chairman of the Overseas Private Investment Corporation (OPIC), is a non-voting member of the Export-Import Bank, and a member of the National Advisory Committee on International Monetary and Financial Policies.

Careers with the U.S. Trade Representative

The primary professional position in the USTR is as a *Deputy Assistant Trade Representative*. In this position you would serve as an expert advisor to the U.S. Trade Representative (USTR) and the Assistant U.S. Trade Representative (AUSTR) for a specific foreign country. You would recommend policies and strategies which the U.S. should consider adopting on issues relating to that country. The representative negotiates and monitors implementation of trade agreements, including recent agreements with the World Trade Organization, as directed by the USTR. You will represent the U.S. government in bilateral and multilateral meetings to explain, promote, and defend U.S. government positions and policies and to seek solutions to bilateral trade problems. You will analyze and develop positions on legislation that would affect U.S. bilateral trade relations. Your focus will be on generating new theories, approaches, and methods in the area of bilateral trade policy. You may be called on to explain and defend the administration's trade policies to both the public and the Congress, and act as liaison with U.S. private sector on China trade issues. Domestic and foreign travel is required.

Qualifications and Salary

Since this is a senior level position, you must have at least one year of related experience equivalent to the GS-14 level. This should be specialized experience in or directly related to work of the position. Your experience should have equipped you with the particular knowledge, skills, and abilities to perform the duties of this position successfully. Salary range for the position is \$75,000 to \$100,000.

A Variety of International Opportunities

International positions in the federal government can also be found in many domestic agencies as well as in overseas

locations. Many of these agencies assist, regulate, monitor, and complement private organizations. Legislators, regulators and businesses in decision-making continuously use guidelines, statistics, and background information completed by government agencies. Most organizations will require financial analysts, economists, international relations analysts, public relations directors, technical and research specialists, and administrators.

The following are federal agencies, which could offer positions related to international trade.

Agencies/Associations/Departments

Arms Control and Disarmament Agency (ACDA)
Bureau of Alcohol, Tobacco and Firearms (ATF)
Central Intelligence Agency (CIA)
Congressional Budget Office (CBO)
Defense Intelligence Agency (DIA)
Defense Security Assistance Agency
Department of Defense
Department of Health and Human Services (HHS)
Department of Housing and Urban Development (HUD)
Department of Justice (DOJ)
Environmental Protection Agency (EPA)
Executive Office of the President
Federal Aviation Administration (FAA)
Federal Communications Commission (FCC)
Federal Maritime Commission (FMC)
Federal Reserve System
Food and Drug Administration (FDA)
Foreign Claims Settlement of the United States
Foreign. Service of the Department or State
General Accounting Office (GAO)
General Services Administration (GSA)
Inter-American Foundation (IAF)
International Development Cooperation Agency (IDCA)
Library of Congress
National Aeronautics and Space Administration (NASA)
National Science Foundation (NSF)
National Security Agency (NSA)
Nuclear Regulatory Commission (NRC)
Office of Technology Assessment (OTA)
Panama Canal Commission
Peace Corps
Public Health Service
United States Consumer Products Commission
United States Fish and Wildlife Service

For information on international positions with government agencies, contact the Office of Personnel Management at www.opm.gov.



State of California

www.commerce.ca.gov

California is considered the golden gateway for trade and investment in the United States, producing \$1.35 trillion in goods and services annually. Five trade offices in California and an additional 12 foreign offices can help any company go global.

Trade agencies within California perform similar functions to those of some federal agencies in promoting international commerce, including providing trade assistance and loan guarantees. The agencies listed here administer trade activity within the state. Trade and investment officers, financial analysts, economists, program directors, public relations officers, and administrators oversee the development of trade related to the State of California.

Office of Commerce, Trade and Export Development

California's Office of Commerce, Trade and Export Development (CTED) offers an array of innovative export marketing services specifically designed to help California's small and medium-sized companies sell their way to export success. Around the globe, international marketing specialists introduce small and medium-sized firms to dozens of the world's leading trade shows, slashing participation costs, organizing exclusive California displays, and ensuring that exhibitors meet with qualified buyers.

CTED introduces California companies to visiting delegations of overseas buyers and assists foreign companies learning about California products. Services provided by CTED include international trade shows, international trade missions, domestic matchmaking and overseas inbound buyer events, overseas procurement opportunities, trade directories, environmental technology export program, trade leads, and market information.

California Export Finance Office

The California Export Finance Office (CEFO) helps finance export sales by providing working capital loan guarantees to financial institutions on behalf of small- and medium-sized California companies. CEFO guarantees cover up to 90 percent of an export loan, allowing for a maximum guarantee of \$750,000 and a loan of \$833,000. CEFO guarantees may be used to finance the purchase of materials, services, and labor to carry out an export sale. Guaranteed loans may also be used to extend post-shipment payment terms to approved foreign buyers.

Office of California-Mexico Affairs

The Office of California-Mexico Affairs fosters favorable economic, educational, and cultural relations with Mexican states bordering the U.S. and serves as the principal point of contact for federal, state and local government representatives on issues involving California-Mexico relations.

Employment Opportunities

California's Office of Commerce, Trade and Export Development offers a variety of employment opportunities. What follows here is a brief sampling. For further information, go to www.caljobs.ca.gov.

As an associate development specialist, you will work under the supervision of the CTED Director. You will develop and provide marketing and export assistance to CTED clients. Part of your job will be to evaluate opportunities for firms in international markets and to prepare reports and bulletin articles. These reports will consider such factors as economic benefits, project financing sources, institutional trade barriers, and competitive position in the market. You will organize trade shows and reverse trade missions to promote domestic and international business. You may help to identify joint venture opportunities for California companies, scheduling one-on-one meetings with buyers and sellers.

An important part of your job will be facilitating the promotion of products in foreign markets. You will provide clients with a variety of information organized by country, including economic profiles in government and trade organizations, trade barriers, regulations, calendar of trade events, import/export data, investment climate, and export protocol. You may also provide consulting services and technical assistance to domestic and foreign governments, private businesses, and non-profit organizations.

Qualifications and Salary

In addition to a college degree, you will need excellent interpersonal, analytical, communication, negotiation and conflict resolution skills. You must have the ability to manage multiple priorities. Salary range is from \$48,000 to \$59,000 per year.

Under the supervision of the chief loan officer, a *staff loan officer* contracts performs loan collection and auditing functions. You will make courtesy calls to remind borrowers of payments due. You'll work closely with the accounting office to ensure that late payments are received when promised and you'll initiate a second reminder call if payments are not received when promised. You will conduct routine loan audits under the direction of the Staff Loan Officer and maintain delinquent borrower records. You will review monthly delinquent loan records and prepare standard collection letters.

Qualifications and Salary

To be successful in this position, you will need excellent interpersonal skills, including the ability to handle unpleasant customers. You must have excellent verbal communication skills, and the ability to manage multiple priorities. You'll need outstanding computer skills, including experience with Microsoft programs such as Word, Excel, Access, and Outlook. The salary range for this position is \$38,000 to \$45,000 annually.

California Travel and Transportation Agencies California Travel and Tourism

www.gocalif.ca.gov

The California Travel and Tourism Commission promotes travel to and within California. The Commission works closely with California's travel industry to build awareness among travelers, the travel trade, and the media. The Commission works closely with other state agencies to attract and retain tourism economic development programs. The Commission utilizes a variety of tools, including national and international ad campaigns, travel trade sales missions, familiarization tours, and heightened California presence at major travel trade shows.

It employs tourism development representatives in Japan, the United Kingdom, Germany, Mexico and other foreign locations. Media strategy for the Commission includes publicity releases, press trips, visitor guides, regional brochures, and toll-free visitor information lines. Special emphasis is placed on developing programs to increase

awareness of lesser-known travel destinations within the state.

California Department of Transportation (Caltrans)

www.dot.ca.gov

For the past 100 years, Caltrans has been moving the people and commerce of California from a loosely connected web of footpaths and rutted wagon routes to the sophisticated system that today serves the transportation needs of more than 30 million residents. Caltrans is responsible for planning, designing, building, operating and maintaining California's state highway system, in addition to rail, mass transit and aeronautics.

The Department manages California's multibillion-dollar State Transportation Improvement Program. Caltrans also is responsible for spearheading the study and development of high speed ground transportation in California, which is one of the five federally designated high speed rail corridors in the nation.

Department of Boating and Waterways

www.dbw.ca.gov

This department protects the public's right to safe and enjoyable boating on the waters of California. To accomplish this, DBW promotes boating safety and education, assists local boating law enforcement agencies, ensures uniformity in boating regulations, and licenses for-hire boat operators and yacht and ship brokers.

Resources Agency

www.resources.ca.gov

California's Resources Agency oversees the conservation, enhancement, and management of California's natural and cultural resources, including land, water, wildlife, parks, minerals, and historic sites. The agency administers numerous departments, boards, conservancies, commissions, and programs.

California Transportation Commission

www.catc.ca.gov

The California Transportation Commission consists of nine members appointed by the Governor, all appointed to staggered four-year terms; and two non-voting *ex-officio* members, one each from the State Senate and the Assembly. The Commission allocates funds for the construction of highway, passenger rail, and other transit improvements throughout California. It advises and assists various agency secretaries and the Legislature in formulating and evaluating state policies and plans for California's transportation programs. The Commission also participates in initiating and developing state and federal legislation that seeks to secure financial stability for the state's transportation needs.

International Organizations

As a result of globalization, the role of international organizations has, in the last several decades, increased in importance. International organizations are relied upon for a gamut of things, including creating global sustainable development and fostering bi-lateral agreements. There is an infinite number of international organizations; however the three listed below are routinely identified as the most significant.



UNITED NATIONS

www.un.org

The millennium goals of the United Nations (founded in 1945) include the following eight key objectives:

- Eradicate extreme poverty and hunger
- Achieve universal primary education
- Promote gender equality and empower women
- Reduce child mortality
- Improve maternal health
- Combat HIV/AIDS, malaria, and other diseases
- Ensure environmental sustainability
- Develop a global partnership for development

In the past, the East vs. West conflict frequently paralyzed the Security Council. With the end of the Cold War, we saw an increased willingness among nations to cooperate in resolving their differences. The United Nations currently employs more than 14,000 people from 190+ countries. The organization recruits individuals to work in the departments of administration, economics, electronic data processing, foreign language, legal, public information, social development, and statistics. The general duties included in these positions are research, analysis, and reporting on assigned areas of study in specific regions.

In order to qualify for employment, you must have a working knowledge of both secretariat languages—English and French. Verbal skills in Chinese, Russian, and Spanish are also helpful. You must have at least a Bachelor's degree or the equivalent and be under the age of 32. Undergraduate degrees can be in a variety of studies. Because you must take the National Competitive Recruitment Examination, which requires a knowledge of political/economic affairs, public administration and law degrees emphasizing these areas of study are recommended.

The United Nations offers very attractive remuneration packages and benefits. Salaries are based on professional experience and academic qualifications. There is also a post-adjustment based on the cost of living and the rate of exchange. Some staff members are eligible for assignment allowances and rental subsidies.

The work of the United Nations and of its associated international relief and development agencies often involves analysis and administration of international programs including the international transfer of services and instruments of relief. Volunteer coordinators, finance officers, public relations directors, and administrators are required to implement the programs of international organizations, including the following UN specialized agencies:

- General Agreement on Tariffs and Trade
- Interagency Procurement Services
- International Bank for Reconstruction and Development
- International Finance Corporation (IFC)

- International Development Association (IDA)
- Organization for Economic Cooperation and Development (OECD)
- UN Conference on Trade and Development
- UN Development Program
- UN Industrial Development Organization
- World Health Organization
- International relief agencies
- Regional development banks

For a more extensive description of international agencies and the potential careers they may offer, contact the agencies directly.

WORLD TRADE ORGANIZATION

www.wto.org

The World Trade Organization (WTO) is the only global international organization dealing with the rules of trade between nations. At its heart are the WTO agreements, negotiated and signed by the bulk of the world's trading nations and ratified in their parliaments. The goal is to help producers of goods and services, exporters, and importers conduct their business.

Located in Geneva, Switzerland, the WTO was formally established on January 1, 1995, after the Uruguay Round negotiations. It has 148 member countries and a yearly budget of more than \$100 million. Its primary functions are to administer world trade agreements, handle trade disputes, monitor trade policies, and provide a forum for international trade negotiations. Additionally, WTO provides technical assistance and training for developing countries.

The WTO is managed by a small secretariat. The professional staff consists primarily of lawyers, economists and those with a specialization in international trade policy. The general functions of the professional staff are preparing reports, conducting economic/legal research and analysis, hosting meetings, and working with delegations.

For information on current job openings see the WTO web page. If you plan to seek employment with the WTO, you must have a post-graduate university degree in economics, international relations, law, or specific trade issues. Additionally, your academic qualifications should be supplemented by five years of government, international organization, or enterprise experience. Two official foreign languages are required (i.e., English, French and/or Spanish). A knowledge of French is particularly desirable since it is the language spoken in the Geneva area, which is the sole location of the WTO.

Salaries are based on United Nations wage scales and range from \$52,000 to \$82,000. Additionally, WTO offers an expatriate benefit package as well as Social Security coverage. Initial appointments are for two years.

INTERNATIONAL MONETARY FUND

www.imf.org

The IMF is an organization of 184 countries, working to foster global monetary cooperation, secure financial stability, facilitate international trade, promote high employment and sustainable economic growth, and reduce poverty. The International Monetary Fund (IMF) came into existence on December 27, 1945, when 29 countries signed a charter at a conference in Bretton Woods, New Hampshire.

Presently the IMF employs more than 2,600 people. The majority of positions are for those with an economic specialization. For the economist, responsibilities include economic analysis of policy design and technical assistance to member countries. Positions are offered according to regions and/or financial departments.

Additional professional positions outside the economic specialty are for accountants, lawyers, writers, translators/interpreters and administrative officers. Support level positions are available for those interested in working their way up with the organization. Most positions require a graduate degree with a concentration in economics. However, degrees in statistics, business administration, finance, computer science, and mathematics are acceptable. Degrees in political science, sociology, international relations, and public administration are satisfactory as long as you have supplemented these studies with an emphasis in economics. Compensation is based on education and experience, and the salary range depends on the field in which you are employed.

United Nations and Other International Organizations:

World Trade Week

Web Site Addresses

UN SYSTEM

www.unsystem.org

UN Subsidiary Bodies

UN Center for Human Settlements (UNCHS)*

www.unchs.org

UN Children's Fund (UNICEF)

www.unicef.org/employ

UN Development Program (UNDP)

www.undp.org/mainundp/jobs/

UN Environmental Program (UNEP)

www.unep.org/vac

UN Fund for Population Activities (UNFPA)

www.unfpa.org/about/employment/

UN High Commissioner for Refugees (UNHCR)*

www.unhcr.ch

UN International Drug Control Program (UNDCP)

www.undcp.org/vacancy

UN University

www.unu.edu

UN Volunteers (UNV)

www.unv.org/volunteers/

World Food Program (WFP)

www.wfp.org/vacancies/

International Court of Justice (ICJ)

www.icj-cij.org

Joint UN Program on HIV/AIDS

www.unaids.org

UN Specialized Agencies

International Civil Aviation Organization (ICAO)

www.icao.int

International Fund for Agricultural Development (IFAD)

www.ifad.org/job/va/

International Labor Organization (ILO)

www.ilo.org/public/english/bureau/pers/

International Maritime Organization (IMO)

www.imo.org

International Telecommunications Union (ITU)

www.itu.int/employment/

UN Food and Agricultural Organization (FAO)

www.fao.org/VA/employ

Universal Postal Union (UPU)

www.upu.int

World Health Organization (WHO)

www.who.int/per/vacancies

World Intellectual Property Organization (WIPO)

www.wipo.int/hr/en/vacancy

World Meteorological Organization (WMO)

www.wmo.ch

Inter-American Organizations

Organization of American States (OAS)

www.oas.org

Inter-American Institute for Coop. in Agriculture (IICA)

www.iicanet.org

Pan American Health Organization (PAHO)

www.paho.org

International Financial Institutions & Other Organizations

North Atlantic Treaty Organization (NATO)
www.nato.int

Org. for Economic Cooperation & Development (OECD)
www.oecd.org

Org. for Security & Cooperation in Europe (OSCE)
www.usosce.rpo.at

International Organization for Migration (IOM)
www.iom.int

Comp. Nuclear-Test-Ban Treaty Org. (CTBTO)
www.ctbto.org

Org. for the Prevention of Chemical Weapons (OPCW)
www.opcw.org

Agencies of Foreign Countries

Many foreign governments maintain a consulate, trade commission, chamber of commerce or cultural center in large cities such as Los Angeles. While many of their career positions are filled by citizens of the respective countries, some positions may be open to local applicants. Job duties are often similar to those which may be performed in U.S. offices overseas or by domestic agencies for trade development. For information about possible opportunities in these organizations, contact the agencies of interest, including the following:

- Foreign consulates
- Foreign trade commissions
- Foreign chambers of commerce
- Foreign cultural centers and institutes

Informational Web Sites

The Internet offers much information about how to live and work abroad successfully. The following is a small sample of web sites that may be of interest.

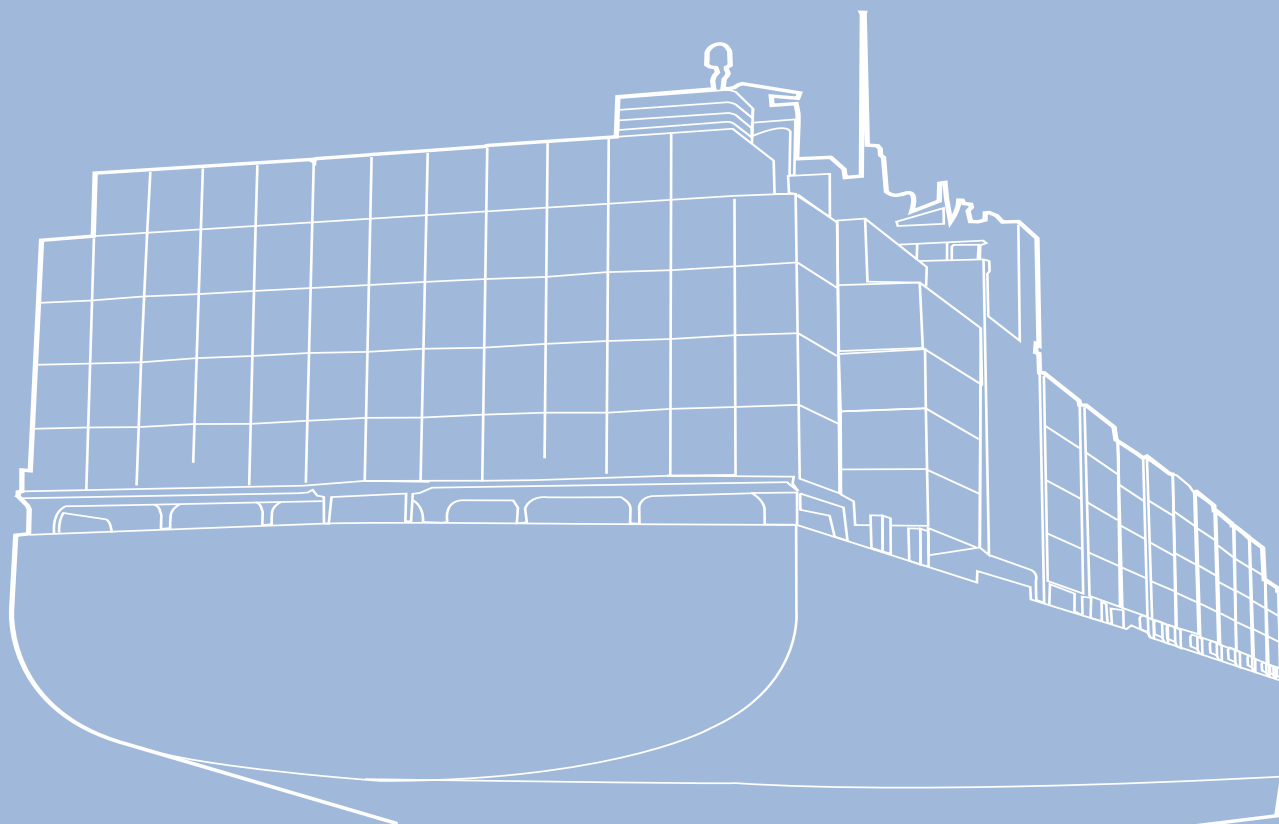
Embassy World (www.embassyworld.com) includes a searchable database for every embassy and consulate office in the world.

Escape Artist (www.escapeartist.com) includes information on living, working, investing, and traveling abroad, with links to magazines featuring articles about the overseas experience. Country destinations profiles and international reference pages are provided.

Living Abroad (www.livingabroad.com) offers help with relocation, a list of international schools, more than 80 country profiles, and valuable links for international business travelers and expatriates in general.

Overseas Digest (www.overseasdigest.com) offers a free newsletter, reports on living abroad, and an extensive bookstore. This site provides 26 vital government documents of interest to expatriates, including the Tips for Travelers series to country-specific destinations.

REFERENCES



References

The California Department of Education Content Standards

In order to prepare students for careers at home and abroad, the California Department of Education follows content frameworks in English-language arts, foreign language, mathematics, science and social studies.

English-Language Arts

Language skills are essential tools not only because they serve as the necessary basis for further learning and career development but also because they enable the human spirit to be enriched, foster responsible citizenship, and preserve the collective memory of the nation.

2.0 Reading Comprehension (Focus on Informational Materials).

2.1 Analyze both the features and the rhetorical devices of different types of public documents (e.g., policy statements, speeches, debates, platforms) and the way in which authors use those features and devices.

2.3 Verify and clarify facts presented in other types of expository texts by using a variety of consumer, workplace, and public documents.

2.4 Make warranted and reasonable assertions about the author's arguments by using elements of the text to defend and clarify interpretations.

2.5 Analyze an author's implicit and explicit philosophical assumptions and beliefs about a subject.

2.6 Critique the power, validity, and truthfulness of arguments set forth in public documents; their appeal to both friendly and hostile audiences; and the extent to which the arguments anticipate and address reader concerns and counterclaims.

3.8 Analyze the clarity and consistency of political assumptions in a selection of literary works or essays on a topic (political approach).

Foreign Language

Culture is embedded in language. For this reason, schools in California as well as in other states continue to develop more individuals with strong skills in a second language as a matter of long-range economic self-interest. An equally compelling reason to promote the study of a foreign language is the power of language to foster improved understanding between peoples of various cultural backgrounds.

Mathematics

To compete successfully in the worldwide economy and to participate fully as informed citizens, today's students must have a high degree of comprehension in mathematics. Mathematical reasoning cuts across all disciplines. It characterizes the thinking skills that students can carry from mathematics into other fields.

25.0 Students use properties of the number system to judge the validity of results, to justify each step of a procedure, and to prove or disprove statements.

25.1 Students use properties of numbers to construct simple, valid arguments (direct and indirect) for, or formulate counterexamples to, claimed assertions.

25.2 Students judge the validity of an argument according to whether the properties of the real number system and the order of operations have been applied correctly at each step.

25.3 Given a specific algebraic statement involving linear, quadratic, or absolute value expressions or equations or inequalities, students determine whether the statement is true sometimes, always, or never.

Science

Science is a field that is constantly adapting to new advances in basic knowledge, medicine, and technology. How the natural world works is important to everyone's education. Students need to understand the ways of thinking and asking questions that are the essence of science.

Investigation and Experimentation

Scientific progress is made by asking meaningful questions and conducting careful investigations. Students will investigate a science-based societal issue by researching the literature, analyzing data, and communicating the findings. Examples of issues include irradiation of food, cloning of animals by somatic cell nuclear transfer, choice of energy sources, and land and water use decisions in California.

Social Studies

The goals fall into three broad categories: knowledge and cultural understanding, incorporating learning from history and the other humanities, geography and the social sciences; democratic understanding and civic values, incorporating an understanding of our national identity, constitutional heritage, civic values, and rights and responsibilities; and skills attainment and social participation, including basic study skills, critical thinking skills, and participation skills that are essential for effective citizenship.

10.11 Students analyze the integration of countries into the world economy and the information, technological, and communications revolutions (e.g., television, satellites, and computers).

11.08 Students analyze the economic boom and social transformation of post-World War II.

11.09 Students analyze U.S. foreign policy since World War II.

11.11 Students analyze the major social problems and domestic policy issues in contemporary American society.

12.02 Students evaluate and take and defend positions on the scope and limits of rights and obligations as democratic citizens, the relationship among them, and how they are secured.

12.02 Students analyze the elements of America's economy in a global setting.

12.06 Students analyze issues of international trade and explain how the U.S. economy affects, and is affected by, economic forces beyond the United States borders.

Life Skills for the 21st Century is a mandatory 20-week course designed for ninth graders. The emphasis of this course is to have students learn and internalize values, attitudes, and behaviors that are essential in life and for success in academic environments as well as the workplace. The course will help students understand high school graduation requirements and options for higher education.

Educational Programs

The following is a partial listing of schools in Southern California that offer courses and programs in international trade.

COLLEGES/UNIVERSITIES

California State Polytechnic University, Pomona
International Business/Marketing Department
(909) 869-3647
www.csupomona.edu

California State University, Fullerton
University Extended Education
Certificate in International Marketing
www.fullerton.edu
(714) 278-2611

California State University, Long Beach
Center for International Trade &
Transportation Extension Services
Global Trade Specialist and other
Certificate programs
www.uces.csulb.edu/citt
nho@uces.csulb.edu
(562)296-1172

California State University, Los Angeles
Continuing Education Extension Services
Certificate in International Business
www.calstatela.edu
(213) 343-2960

Pepperdine University
Master of International Business
School of Business and Management
www.bs.school.pepperdine.edu
(800) 726-9283
www.bs.school.pepperdine.edu

El Camino Community College
International Trade Certificate Program
www.elcamino.cc.ca

Chapman University
Center for International Business
www.chapman.edu
(714) 997-6617

Citrus College
Business Development Center, International Trade
(626)914-8511
www.citrus.cc.ca

Coastline Community College
International Trade Certificate Program
www.coastline.cccd.edu
(714) 546-7600

Long Beach City College
International Trade Certificate Program
www.home.ibcc.cc.ca
(562) 938-3244

Loyola Marymount University
International Executive Education Center
www.lmu.edu
(310) 338-2700

Oxnard College
International Business Degree Program
(805) 986-5800
www.oxnard.cc.ca.us/

**World Trade Week - Southern California
Riverside Community College**
International Trade Certificate Program
Center for International Trade
www.rccd.cc.ca
(714) 571-6443

Santa Ana College
International Business Program
www.sac.edu
(714) 564-6000

Santa Monica Community College

Institute of International Trade

(310) 434-4000

www.smc.edu**UCLA Anderson Graduate School of Management**

CIBER: Center for International Business, Education and Research

www.anderson.ucla.edu

(310) 206-5317

UCLA Extension

Certificate in International Business Management and International Trade

www.unex.ucla.edu

(310) 206-1654

University of Southern California

IBEAR—International Business, Education and Research Program

www.IBEAR.com

(213) 740-7140

University of Southern California School of International Relations

(213) 740-2139

Woodbury University

School of Business and Management

Center for Pacific Rim Studies

(818)767-0888

info@woodbury.edu**MIDDLE AND HIGH SCHOOLS****Arcadia High School**

The Pacific Rim Los Angeles Basin Project

www.ausd.k12.ca.us**Belmont High School**

Academy of Finance

www.lausd.k12.ca.us/belmont-hs

(213) 250-0244

Diamond Bar High School

Pathways Academy, Global Trade & Communications

(909) 594-1405

Downtown Business High School

Academy of Finance

(213) 481-0371

Eagle Rock Jr./Sr. High School

(323) 254-6891

webmaster@erhs.la**Edison High School**

Center for International Business

www.fcps.edu/EdisonHS**Gardena High School**

Southern California International Business Academy

(310) 327-5900

www.lausd.k12.ca.us/Gardena_HS/**Gahr High School**

(562) 926-5566

www.gahronline.org**Holmes-Oliver Wendell Holmes Middle School**

Humanities Magnet

(847) 520-2790

International Polytechnic High School

The Pacific Rim Los Angeles Basin Project

(909) 869-4567

La Habra High School

Heritage of the Americas Humanities Program

(562)266-5000

www.lahabra.seniorhigh.net**Le Conte Middle School**

Global Studies Magnet

(213) 461-4741

Long Beach Polytechnic High

Pacific Rim Academy/Center for International Commerce

(562) 591-0581

Los Angeles County International Polytechnic High

(909) 869-4567

Manual Arts High School

Academy of Finance

(323) 232-1121

Monroe High School

(818) 892-4311

Nogales High School

(626) 965-3437

Palos Verdes Peninsula High School

The Pacific Rim Los Angeles Basin Project

(310) 377-4888

www.pvphs.com**Phineas Banning High School**

Tel: (310) 549-7500

Fax: (310) 830-5515

Redondo Union High School

(310) 798-8665

Venice High School

Foreign Languages/International Studies Magnet
(310) 306-7981
www.venicehigh.net

Westminster High School

Pacific Rim Academy
(714) 893-1381

International Trade Associations

There are thousands of international, national, and regional professional associations. In the United States, many of these are located in Washington, D.C., but they are found throughout the country. Usually, you would join such an organization for information, education, and to expand your professional network. However, associations also provide many career opportunities.

Professional associations represent different professions, such as the American Economic Association or the AFL-CIO. Trade associations typically provide a service to certain industries, such as the National Foreign Trade Council. As a professional in an association, you might arrange conferences and seminars, and thus be involved in professional development and education; or you might do research for association members or lobby for them on a particular issue. The advantages of working in an association are many. The vast network of members is perhaps the greatest, and you will certainly feel as if you are at the center of the activity. You will also be well-placed to conduct research on future employers and to establish solid working relationships with them. The following is a partial list of associations dealing with international trade.

Academy of International Business (AIB)

AIB is the leading association of scholars and specialists in the field of international business. One can get the quarterly published AIB newsletter in PDF format in addition to a wide selection of IB resources, calendar of events, and membership information.

American Economic Association

Founded in 1885, the American Economic Association encourages economic research and publication. More than 50 percent of the association's members are from academic institutions and 35 percent are from business and industry. Among the journals that AEA publishes are the American Economic Review and the Journal of Economic Abstracts. www.vanderbilt.edu/AEA

American Federation of Labor -Congress of Industrial Organizations

The AFL-CIO's Department of International Affairs recommends foreign policy positions to trade union leadership and the rank and file. Among the international

issues covered by this department are AFL-CIO policy toward the International Labor Organization, the International Confederation of Free Trade Unions, and other international labor organizations. The AFL-CIO is in contact with the embassies of foreign governments in an effort to promote better understanding of the American labor movement. www.aflcio.org

American Political Science Association

This is an organization for students and professors interested in the study of government and politics. It publishes the American Political Science Review, a quarterly journal of scholarly articles and book reviews in political science, including international affairs, and Political Science and Politics, a quarterly professional journal in political science. www.apsanet.org

American Society of International Law

This society fosters the study of international law and promotes the practice of international relations based on law and justice. It is a forum for the exchange of views on current international legal topics and a center for research on issues concerning international law. It publishes books and periodicals on international law and sponsors student activities in this field. www.asil.org

Association for International Business

Association for International Business is a nonprofit organization dedicated to creating new opportunities for business people around the world to be able to communicate, and share their knowledge and experience. The site offers newsletters, links, mentor programs, and a trade consortium.

Association of Caribbean States

The ACS provides information on the activities of the association, the meetings of the ACS council of ministers, special reports and other data. Its web site is available in English, Spanish and French. www.acs-aec.org

Association of Chambers of Commerce in Latin America

This association groups 23 American Chambers of Commerce in 21 Latin American/Caribbean nations and represents over 20,000 companies. ACCLA advocates trade and investment among the United States and the countries of the region through free trade, free markets, and free enterprise. www.aaccla.org

Business Council for International Understanding

The BCIU facilitates dialogue between the U.S. business community and government officials. It focuses on improving the climate for international business-government relations at the policy-making level as well as in day-to-day operations. BCIU is

best known for its U.S. ambassadorial and senior diplomat industry-briefing program, in which U.S. diplomats come to BCIU to discuss political, economic, and commercial issues with senior management of U.S. companies active or interested in issues of a particular country. BCIU has an internship program for college juniors or seniors. www.bciu.org

Economic Commission for Latin America and the Caribbean

This is the site of United Nations' ECLAC. It contains publications and studies, an event listing, press releases, statistical information and much more. The site is also available in Spanish, while some of the links on the English version are only in Spanish. www.eclac.cl

Free Trade Area of the Americas

The FTAA provides information about the negotiations and agreements of an initiative of 34 democracies in the region of the western hemisphere to unite their economies into a single free trade arrangement. Information is available in English, Spanish, Portuguese, and French. www.mac.doc.gov/ftaa2005

International Association of Association Management Companies

IAAMC provides a means by which association management companies can coordinate their effort to advance the status and scope of the association management company industry. The organization includes members from Europe, United States, and Canada. www.iaamc.org

International Chamber of Commerce

Provides a comprehensive listing of business topics, publications, and many other resources. The organization groups thousands of member companies and associations from over 130 countries. www.iccwbo.org

International Management and Development Institute

The purpose of the IMDI is to provide education to strengthen corporate and government management teams internationally. It hopes to increase government and public understanding of the international corporation as a constructive force in the domestic and world community. It works to achieve its aims through government-business training programs, executive seminars, Washington briefings, and a general education campaign geared toward government and the public. www.imd.ch

NAFTA Secretariat

NAFTA Secretariat, which administers the North American Free Trade Agreement dispute resolution processes, explains the requirements and processes of dispute settlement through this web site. Also, the site provides information about NAFTA itself.

National Foreign Trade Council

Sound economic growth is a widely accepted objective, although the means of achieving such growth may be subject to controversy. The NFTC believes that foreign trade and investment are key instruments in achieving this growth. It further believes that close coordination of the U.S. domestic and international economic policies is required to establish a favorable climate in which international business can operate.

United Nations Conference on Trade and Development (UNCTAD)

UNCTAD was established in 1964 to maximize the trade, investment, and development opportunities of developing countries. Its web site lists publications and documents, press information, events and meetings, and related sites in its home page. UNCTAD's site is also available in French and Spanish.

United Nations Industrial Development Organization

UNIDO was created to help governments, business associations and individual companies solve industrial problems. The site includes statistics, doing business guides, and a news by email function that allows the user to select a country or area of interest and receive updates on the news from these regions by UNIDO.

United Nations International Computing Center

UNICC provides a wide range of computing and communication services, on a cost recovery basis, to its users worldwide. More specifically, it provides electronic data processing, Internet services, integrated electronic mail and real-time news. The site is also available in French.

World Trade Organization (WTO)

WTO's main function is "to ensure that trade flows as smoothly, predictably and freely as possible" between nations. Its web site, besides providing the latest news and developments on trade from around the world, provides a useful section with data and analysis. www.wto.org

Journals

The journals identified in this guide represent only a sampling of those related to international trade. For a more complete listing, you may wish to consult business directories, which are available at most major libraries. In addition, you can use one of the major Internet search engines, such as Yahoo or Google, to locate many business and trade-related journals.

American Journal of International Law

The distinguished American Journal of International Law has been published quarterly since 1907. It features articles and editorials, notes and comment by preeminent scholars on developments in international law and international relations. The Journal contains summaries of decisions by national and international courts and arbitral or other tribunals, and of contemporary U.S. practice in international law.

Global Finance Journal

Global Finance Journal provides a forum for the exchange of ideas and techniques among academicians and practitioners and, thereby, advances applied research in global financial management. Global Finance Journal publishes original, creative, scholarly research that integrates theory and practice and addresses a readership in both business and academia.

International Business Review

The journal provides a forum for academics and professionals to share the latest developments and advances in knowledge and practice of international business. It aims to foster the exchange of ideas on a range of important international subjects and to provide stimulus for research and the further development of international perspectives.

International Treasurer: The Journal of Global Treasury and Financial Risk Management

The International Treasurer attempts to assist company treasurers to meet the treasury management challenges of the global economy in this information age. Topical analysis of real world treasury challenges, in-depth case studies profiling leading MNC treasuries, treasury-specific country reports, and cross-functional coverage of tax, accounting, and legal developments are some of the topics covered in the journal. The journal is published biweekly. www.intltreasurer.com

Journal of Business in Developing Nations

The journal publishes the results of quality research of current interest to developing nations with an emphasis on its application to general managers. Its editorship welcomes conceptual and empirical contributions from researchers in both academic and business organizations in all functional areas of business. The journal is published in electronic format.

Journal of Commerce Online

Provider of international trade news in print format, the Journal of Commerce (JOC) is now available online with extensive resources including sections dedicated international trade leads, logistics, maritime issues, insurance and links to manufacturers, service firms, trade associations, and government agencies dealing with international trade. Some sections of the site are limited to subscribers. www.joconl.com

Journal of Comparative International Management

The Journal of Comparative International Management is a yearly journal devoted to the publication of quality articles in the field of comparative international management. It uses theoretical and empirical research for advancing understanding of organizations and management around the world. www.lib.unb.ca/Texts/JCIM/home.htm

Journal of International Arbitration

The Journal of International Arbitration has established itself as a thought-provoking, groundbreaking journal aimed at the specific requirements of those involved in international arbitration. The journal now appears bimonthly (six times a year) rather than quarterly, giving it even more immediacy as a forum for original thinking, penetrating analysis, and lively discussion of international arbitration issues.

Journal of International Business Studies

Journal of International Business Studies (JIBS) is a refereed journal that publishes the results of social science research and other types of articles that advance the understanding of business. www.jibs.net

Career Opportunities in International Trade Guidebook

Journal of International Management

The Journal of International Management is devoted to advancing an understanding of issues in the management of global enterprises, global management theory, and practice. It focuses on international strategic management, with special attention given to management issues related to international services. Four times a year it publishes leading-edge research on such topics as risk management, organizational behavior and design, human resources, and cross-cultural management.

Journal of International Marketing

Journal of International Marketing is an international, peer-reviewed journal dedicated to advancing international marketing practice, research, and theory. Contributions addressing any aspect of international marketing management are welcome. The journal presents scholarly and managerially relevant articles on international marketing. Aimed at both international marketing/business scholars and practitioners at senior and middle level international marketing positions, the prime objective is to bridge the gap between theory and practice in international marketing.

Journal of World Business

Formerly the Columbia Journal of World Business, the journal's editors are committed to build on the past strengths to make the all-new Journal of World Business the premier source of information on international business going into the 21st century. The scope and perspective will be to use sound theory and basic research findings as a point of departure for exciting new breakthroughs in the development and practice of international management and marketing.

Journal of World Trade

The Journal of World Trade, examines the relationship between the separate and interconnected regional and global integration processes. The constant evolution of the international trading system, changes in production and distribution technologies, and demands by individuals for progress in the sphere of social welfare all heighten the need for this platform for the creative consideration of the various trends in world trade.

Review of Development Economics

RDE publishes original research on a broad range of topics in international developmental economics. The site includes access to table of contents and some of the abstracts of current and past issues. Extensive information on the journal is also present. www.rdecon.org

Review of International Economics

RIE publishes original research on a broad range of topics in international economics. The web site includes submission and subscription information, as well as the table of contents and some of the abstracts of past and present issues. www.roie.org

Small Business Economics - An International Journal

Small Business Economics is focused on the economic activities of small and medium-sized firms in both developed and developing countries. Small Business Economics has a cross-disciplinary and cross-national scope and provides a central forum for the analysis of the role of small business in the economy. The web site offers a sample issue and subscription information www.spea.indiana.edu/ids/SBE.html

The International Trade Journal

The International Trade Journal is a refereed quarterly journal published for the enhancement of research in international trade, international finance and related fields. Its editorial objective is to provide a forum for the scholarly exchange of research findings in, and significant conceptual or theoretical contribution to, the field.

Thunderbird International Business Review

Thunderbird International Business Review is a refereed journal, published six times a year, which aims at advancement and dissemination of research in the field of international business. Its main target audience includes academicians and executives in business and government. The globalization of markets and businesses brings the need for more active communication and a greater exchange of thought and research among scholars and practitioners throughout the world.

Government Resources on the Internet

The following is a partial list of international business resources available on the Internet.

Bureau of Economic Analysis: International Accounts Data

BEA is an agency of the U.S. Department of Commerce. Its site lists data about the U.S. International Accounts (balance of payments, exports/imports, investment position, and direct investment). The data is both recent and from previous years. Some of the older files are zipped, but the most recent ones are in HTML format. www.bea.doc.gov

Department of Commerce

The site mainly serves as a gateway to several agencies working under DOC. However, press releases and information on the department are also available. www.doc.gov

Department of Commerce Market Access and Compliance Online - MAC

This is the U.S. Department of Commerce's home page for country and regional information for American exporters. Information is available on all regions of the world including Central and Eastern Europe, Russia, and the Newly Independent States, NAFTA, and the Special American Business Internship Training Program. This site has such a wealth of information that one will see several links to various parts of this site throughout the index. www.mac.doc.gov

International Trade Administration

A government agency with a mission to help exporters. The Trade Information Center provides a wealth of information and statistical data for exporters. In addition there is a good collection of links to expedite research in attractive markets. www.ita.doc.gov

International Trade Commission (USITC)

The USITC is an independent, quasi-judicial federal agency that provides objective trade expertise to both the legislative and executive branches of government, determines the impact of imports on U.S. industries, and directs actions against certain unfair trade practices, such as patent, trademark, and copyright infringement. USITC analysts and economists investigate and publish reports on U.S. industries and the global trends that affect them. The agency also updates and publishes the Harmonized Tariff Schedule of the United States (HTSUS). www.usitc.gov

International Trade Data System

International Trade Data System (ITDS) Project Office is an interagency office of the U.S. Department of Treasury which provides independent staff support to develop and implement the North American Trade Automation Prototype (NATAP). www.itds.treas.gov

International Trade Resource Center

A site from International Trade Data Systems, ITRC is designed to help the U.S. exporter/importer find the statistical and tariff data they desire. Also includes a very detailed country profile for 45 countries. www.itds.treas.gov

Small Business Administration

The agency is dedicated to assisting small businesses in the U.S. The web site serves this purpose with numerous how-to guides, statistics, news, and other resources. www.sbaonline.sba.gov

Top Targets for U.S. Exporters

Provided by the International Trade Administration, top targets for trade promotion highlights outstanding markets for American industries, ranked by potential gain in export sales over the next two years.

Trade Information Center

The U.S. Department of Commerce's Trade Information Center is a good source for information about all federal export assistance programs, as well as country and regional market information. The site provides trade promotion events, financing information, trade leads, and much more. www.ita.doc.gov

U.S. Business Advisor

This is a new initiative by the U.S. government in an effort to help small businesses. This site acts as a gateway to information that various government agencies provide to businesses. It provides access to how-to guides, other publications, answers to common questions and much more. www.business.gov

U.S. Department of State

The U.S. Department of State is the lead U.S. foreign affairs agency and is responsible for implementing the President's foreign policies. This site has a lot of information on countries, current political situations, treaties between U.S. and countries, detailed information on the U.S. foreign policy for each country in the world as well as several reports on most world countries including country commercial guides, background notes, and reports on economic and trade policies. A very valuable resource. www.state.gov

U.S. Energy Information Administration

Contains detailed information on both U.S. and international energy matters, including an international energy outlook annual report. Historical and current data, country reports on energy sectors, mailing lists on energy issues, information on various fuel groups are some of the information that can be accessed through the site. www.eia.doe.gov

U.S. Foreign Agriculture Service

This site provides information useful to anyone interested in U.S. agriculture. The FAS of the U.S. Department of Agriculture works for improved foreign market access for U.S. products. The site includes trade shows, trade leads, current agricultural news, statistics and much more. www.fas.usda.gov

U.S. Trade and Development Agency

The U.S. Trade and Development Agency assists in the creation of jobs for Americans by helping U.S. companies pursue overseas business opportunities. Through the funding of feasibility studies, orientation visits, specialized training grants, business workshops, and various forms of technical assistance,

the agency enables American businesses to compete for infrastructure and industrial projects in middle-income and developing countries. The site provides news and information on the agency's activities and projects. www.tda.gov

Internet Directories

Below is a partial listing of the many search tools and directories you can utilize to find specific international trade resources on the Internet. These websites offer an infinite amount of information and resources on business opportunities in the international marketplace, world trade, import/export information, and much more.

1Jump

The Ultimate Company Research & Business Information Tool. Directory of more than 1 million company websites worldwide. www.1jump.com

Business.com – The Business Search Engine

Links to more than links to 10,000 U.S. public companies, 14,000 international companies and 44,000 private companies. www.business.com

BusinessJeeves.Com

International trade services and organizations. The international trade resource center. www.businessjeeves.com

Business Networks International Inc.

This site hosts business profiles of more than 1,000 companies from 70 countries. www.bnetal.com

Business World – The Internet Trade Center

Directory of companies from around the world. www.businessworld.com

CEO Express

Links to major Web sites of use to international business executives. www.ceoexpress.com

Corporate Information

Profiles for more than 350,000 publicly traded companies worldwide. Also links to other business directories. www.corporateinformation.com

E-businessforum.com – Global Business Intelligence for the digital age.

The Economist Intelligence Unit's guide to doing business in markets around the world. www.ebusinessforum.com

ECpages.com

A free global, regional and local business directory serving the B2B and B2C market sectors. Categories are based on the NAICS (North American Industry Classification System) and harmonized industrial codes. www.ECpages.com

EXIM List – A worldwide list of manufactures, exporters and importers, and service providers.

International business listings. www.eximlist.com

Expo'Net

Directory of importers and exporters worldwide. www.global-xport.com

Eztel Directory

Directory of international trade and trade service companies. www.eztel.com/trade

Career Opportunities in International Trade Guidebook

FITA Buy/Sell Exchange's Business Directory

The FITA Buy/Sell Exchange's business directory contains over 70,000 companies in the global, B2B marketplace. Each company listing includes a clickable email address, to give one instant access to import, export and business-to-business leads around the world. Search by keyword, country, or star rating, or click on any category of interest. fita.worldbid.com/companies.htm

Global Business Web

Links to thousands of international trade web sites and other resources. Global Business Web is a free international business portal to make contacts, do research, promote one's company and conduct business. www.gbw.net

Global Sources

Directory of manufacturers and suppliers worldwide. Product and trade information for volume buyers. www.globalsources.com

Importers Paradise

Directory of importers and exporters worldwide. www.ottmall.com

Infobel.Com

Telephone directories from around the world on-Line including white, yellow, and fax pages from 187 countries. www.infobel.com/World

International Business Resources - KU IBRC

International trade resources assembled by Golden Gate University. www.ggu.edu/university_library

International Directories

Links to yellow pages and white pages from more than 50 countries. www.aol.com/netfind/international

International Pages

Directory of international exporters. www.trade-india.com/ip

International Trade Network

Searchable directory of international trade sites. www.yescoltd.com

Internet Public Library International Business Reference

Annotated list of international business links.
www.ipl.org/ref

International Chamber of Commerce

www.iccwbo.org

Mind Harbor

Portal site of worldwide business services.
www.MindHarbor.com

Owens OnLine

Credit reports and background checks on companies and individuals worldwide. Links to more than 200 business directories on the Web.
www.owens.com

Serra International Import-Export Directory

Resources for international trade, transportation, travel, news and weather. www.serraintl.com

Silkroad 21

B2B e-marketplace for import-export. Free trade leads, business directory, and tender notification service. Search companies and products worldwide.
www.silkroad21.com

SONAR Search Page

Search engine of international trade web sites.
www.dmintl.com/sonar

TPage – A leader in Global B2B Trade

Directory of exporting companies worldwide.
www.tpage.com

Trade Finance - The global magazine for trade and commodity finance

Directory of companies and institutions providing skills, services and goods - from counter-trade to structured trade, from software to legal advise, from insurance to cash management.
www.tradefinancemagazine.com

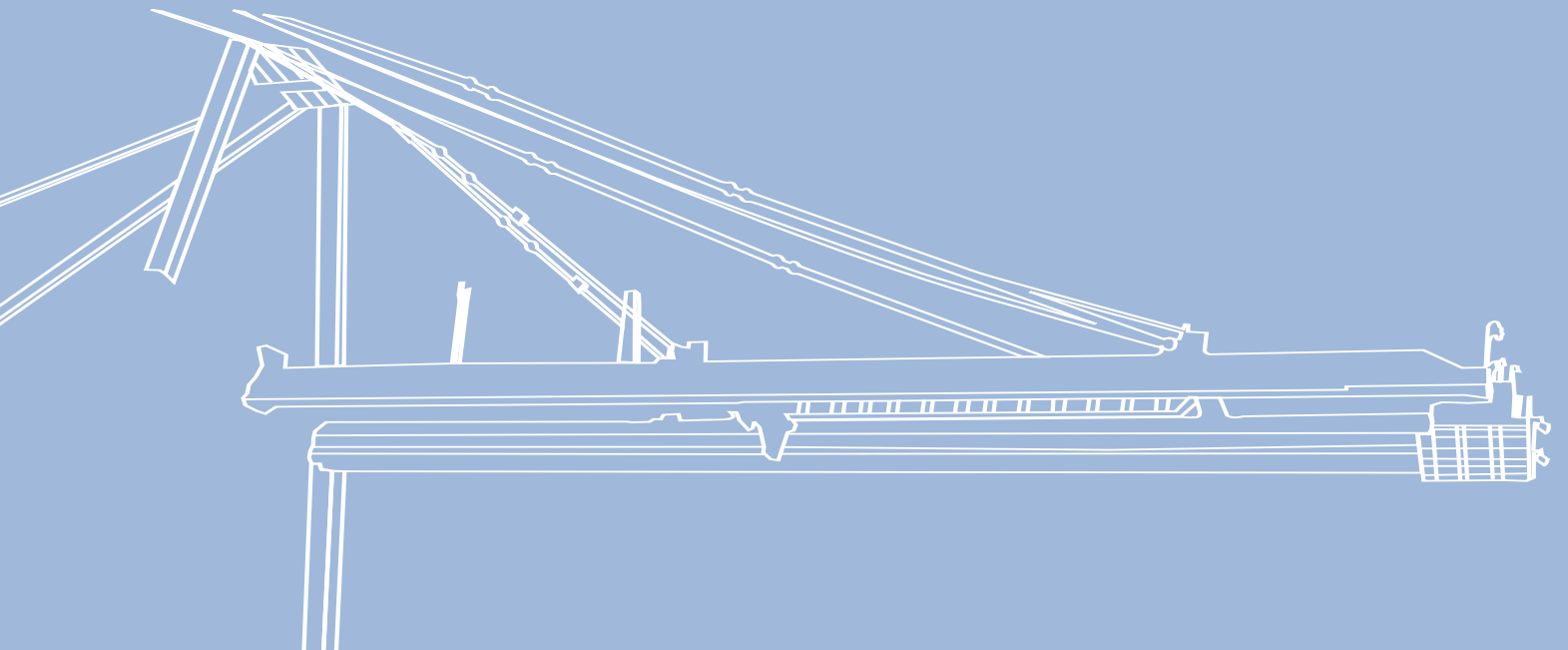
World Trade Venue

Directory of mostly Asian exporters.
www.wtvusa.com

World Trading Information Center

Listing of import/export companies, classified trade leads, articles, trade shows, and other information.
www.world-trading.com

GLOSSARY



Glossary

Within each sector of international business and trade, there is an infinite number of terms that relate to each particular field in the international arena. The following glossary is just a partial list of general international trade terms that are considered important.

Acceptance

Acceptance of a bill of exchange occurs when the drawee commits himself to pay by putting his signature on the bill of exchange. The drawee's signature alone is a valid acceptance and is usually made across the left margin of the bill of exchange.

Acceptance Letter of Credit

Documentary credits which, in addition to the other documents, require presentation of a term draft drawn on the bank nominated as the accepting bank under the documentary credit.

Accepting bank

The bank named in a term letter of credit on which drafts are drawn that has agreed to accept the draft. By accepting the draft, the drawee bank signifies its commitment to pay the face amount at maturity to anyone who presents it at maturity. After accepting the draft, the drawee bank becomes the accepting bank.

Advising bank

The bank to which the issuing bank sends the letter of credit, with instructions to notify the exporter (beneficiary).

Applicant

The party that has contracted to buy goods; the importer in the letter of credit process.

Beneficiary

The party that has contracted to sell the goods; the exporter in the letter of credit process.

Bill of Exchange

An unconditional order in writing addressed by one person to another, signed by the person giving it, and requiring the person to whom it is addressed to pay on demand or at a fixed or determinable future time a certain sum of money to or to the order of a specified person or bearer.

Bill of Lading

A transport document signed by the ship's master or his agent, or by the carrier or its agent, which is considered a title document. Confirms receipt of the goods and the conditions under which carriage was carried out. Release of the goods at the stipulated port of destination takes place only upon

presentation and handing over of a correctly endorsed original of the bill of lading.

Carrier

A company whose business is the transport of goods. The carrier is usually liable for the whole transport route he covers, regardless of whether the goods are carried by his own and/or other means of transport. The carrier requires that most transport documents are issued by the carrier or his agent or by the captain/master or his agents.

Certificate of Inspection

Document specifying that the goods were inspected prior to shipment. Usually issued by a neutral party.

Certificates

Certificates of any kind will usually require the signature of the issuer (e.g. certificates of quality, insurance certificates, etc.).

Certification/Legalization

Official certification of the authenticity of signatures or documents in connection with documentary credits, such as certificates of origin, commercial invoices, etc., by chambers of commerce, consulates, and similarly recognized government authorities.

Commercial invoice

Invoice of the supplier which refers to the goods delivered or the service carried out for the purchaser. The description of the goods or service in the invoice must match exactly that in the documentary credit. In all other documents the goods or service description may be made in general terms, not inconsistent with the description of the goods in the credit. Statements in the documentary credit are to be noted in the commercial invoice

Container

In documentary operations, loading into containers is relevant to the extent that this may be taken into account when examining documents. Example: even if a documentary credit prohibits transshipment, banks will accept bills of lading /sea waybills which indicate transshipment, provided that the goods were shipped in containers or trailers and that the whole ocean carriage is covered by one and the same bill of lading/sea waybill.

Collecting bank

Any bank, other than the remitting bank, involved in obtaining payment or acceptance from the importer (drawee).

Commercial documents

Documents exchanged between the buyer and the seller such as commercial invoices or transport documents that give details about the goods and/or services contracted.

CFR

Cost and freight. Exporter pays costs and freight to deliver the goods to the named port of destination. This term can be used only for sea and inland waterway transport.

CIF

Cost, insurance and freight. Exporter pays costs, insurance and freight to deliver the goods to the named port of destination.

CIP

Carriage and insurance paid to (...named place of destination). Seller pays freight and insurance for carriage of the goods to the named destination.

CPT

Carriage and insurance paid to (...named place of destination). Seller pays freight and insurance for carriage of the goods to the named destination.

DAF

Delivered at frontier (...named place). Seller delivers the goods at the named point and place at the frontier.

DES

Delivered ex ship (...named port of destination). Seller makes the goods available to the buyer on board the ship uncleared for import at the named port of destination.

DEQ

Delivered ex quay - duty paid (...named port of destination). Seller makes the goods available to the buyer on the quay (wharf) at the named port of destination.

DDU

Delivered duty unpaid (...named place of destination). Seller makes the goods available to the buyer at the named place in the country of importation.

DDP

Delivered duty paid (...named place of destination). Seller makes the goods available to the buyer at the named place in the country of importation. The seller bears the risks and costs, including duties, taxes and other charges of delivering the goods.

Documentary collection

Method of payment used in international trade whereby the contracting parties (exporter and importer) utilize banking channels to exchange documents for payment or acceptance.

Documents

Commercial invoice, transport document, certificate of origin, or packing list. Required under a documentary credit and collection.

Draft

Also referred to as a bill of exchange. An unconditional order in writing addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay, on demand or at a fixed or determinable future time, a certain sum of money to or to the order of a specified person or bearer.

Drawee

The party, also known as the buyer or importer, who is presented with documents (financial or commercial) for the purpose of either payment or acceptance, in accordance with the collection instructions.

Drawer

The party, also known as the seller or exporter, who authorizes a bank (the remitting bank) to handle documents on its behalf.

Discrepancies

Any inconsistency found in documents presented or failure to comply with the terms and conditions of the letter of credit.

Endorsement

A notation of transfer usually on the back of a document signed by the endorser. The documentary credit frequently calls for the following documents, which are transferred by endorsement:

- A) Bill of exchange
- B) Bill of lading
- C) Insurance document

Export license

A license granted by a nation's government allowing a company permission to ship a product to a foreign recipient; also known as an individual validated license (IVL).

Exporter

The party that has contracted to sell goods. Also known as seller or beneficiary.

Ex works

Ex works (...named place). Seller make the goods available at his premises (i.e. works, factory, or warehouse) to the buyer.

FAS

Free alongside ship. Exporter delivers the goods alongside the vessel on the quay or in the lighters at the named port of shipment.

Financial documents

Documents such as bills of exchange, promissory notes or other similar documents used to obtain payment.

FCA

Free carrier (...named place). Seller hands over the goods, cleared for export, into the charge of the carrier named by the buyer at the named place or point.

FOB

Free on board. Exporter delivers the goods on board the vessel at the named port of shipment.

International Monetary Fund (IMF)

A group of 180 countries that is focused on providing assistance to debtor countries that promise to take specific actions to improve their economies

Importer

The party, known as the buyer or drawee, who has contracted to buy.

Import license

A certificate issued by a nation's government authorizing a company to import certain articles.

Import restrictions

Any tariffs, import quotas, or other policies that restrict imports into a country

Irrevocable Letter of Credit

A letter of credit that cannot be canceled or changed without the consent of all parties, including the exporter. Unless otherwise stipulated, all letters of credit are irrevocable.

Issuing bank

The bank issuing the letter of credit at the request of its customer, the importer (applicant), in favor of the exporter (beneficiary), guaranteeing payment under the letter of credit if all terms and conditions are met.

Letter of Credit

A written instrument issued by a bank at the request of its customer, the importer (applicant), whereby the bank promises to pay the exporter (beneficiary) for goods or services provided that the exporter presents all documents called for, exactly as stipulated in the letter of credit, and meets all other terms and conditions set out in the letter of credit.

NAFTA

North American Free Trade Agreement—a trade agreement ending trade restrictions among the United States, Canada, and Mexico.

Reimbursing bank

The bank designated in the letter of credit to reimburse the “available with” bank which submits payment claims under the letter of credit.

Revocable letter of credit

A revocable letter of credit can be revoked without the consent of the exporter, meaning that it may be canceled or changed up to the time the documents are presented.

Standby letter of credit

A written instrument issued by a bank (issuing bank) at the request of its customer (applicant) on behalf of a beneficiary, whereby the issuing bank agrees to provide financial remedy in the event that the applicant defaults on any terms and conditions specified under the standby letter of credit. Standby letters of credit are often issued at the request of importers in favor of exporters as financial security for goods purchased on open account.

Tariff

Any listing of rates or charges, particularly import duties charged by governments, or fees charged by international transportation companies.

Trade agreement

An agreement between nations regarding issues of commerce, including quotas or tariffs.

Transferable letter of credit

A letter of credit that allows the beneficiary (exporter) to instruct its bank to transfer the credit in part or in whole to a secondary beneficiary.

Transferring bank

The bank authorized by the issuing bank to transfer at the beneficiary's request all or part of the letter of credit to another party.

Transferable letter of credit

In the case of a transferable documentary credit, the beneficiary named therein may request the issuing or nominated bank to transfer all or part of the documentary credit to another beneficiary. A credit can only be transferred if it is expressly designated as “transferable” by the issuing bank. This type of documentary credit enables intermediaries (first beneficiaries) to offer security in the form of documentary credits to their suppliers (second beneficiaries).

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International Employment Gazette. Greenville, SC: International Placement Network.

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www.globalcareercenter.com

JobWeb.
www.jobweb.com

Marketing Virtual Library.
www.knowthis.com

Mills College - Career Center.
www.mills.edu/CCTR

Monster.Com.
www.monster.com

National Communication Association (NCA).
www.natcom.org

Overseas Jobs.
www.overseasjobs.com

Peartree Solutions Inc. and Waldie, Brennan & Associates, Ltd. Guide to Careers in International Business and Trade.
www.hrdc-drhc.gc.ca/hrib/hrp-prh/ssd-des/english/publications/careers.shtml

The Federal Reserve.
www.federalreserve.gov/careers

The Federation of International Trade Associations.
www.fita.org/jobs

The Paul H. Nitze School of Advanced International Studies.
www.sais-jhu.edu

True Careers.
www.wetfeet.com

USA Jobs. The Federal government's official site for posting job vacancies.
www.usajobs.opm.gov

U.S. Office of Personnel Management.
www.opm.gov

U.S. State Department-Bureau of Consular Affairs.
www.travel.state.gov

Yahoo! Employment
www.employment.yahoo.com

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