

Peter J. King Family Foundation Experiential Learning Lab

The information in this section of the Curriculum Guide is related to the activities identified for completion in Unit Three: Work Readiness. Included in this section are the following:

JA BizTown Staffing Model and Job Assignments page 2

The teacher will use this Staffing Model to identify the appropriate number of students that can be assigned to an individual business. Following the job application process, the teacher will use this document to record the names of the students and their respective *JA BizTown* job assignments. The teacher must send a copy of the document to the JA Area Office no later than one week before the on-site visit.

JA BizTown Job Descriptions page 7

These Job Descriptions, organized by business, are referenced in the curriculum as a means of introducing students and teachers to the jobs available within each business. Students should have access to these job descriptions, along with the Classified Ads, prior to initiating the job application process and procedures (i.e., copy and post descriptions on the bulletin board or another classroom display). Teachers may find the descriptions helpful when assigning students to specific jobs.

JA BizTown Sample Employment Letter page 25

The teacher may choose to use this document as a means of informing students of their job assignments.



Peter J. King Experiential Learning Lab

JA BizTown Staffing Model and Job Assignments 2019-2020

Date:	School(s):
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Directions: The JA BizTown staff will inform you of the businesses assigned to your school for multiple schools attending. Locate your group size among the four categories at the top of the model, and only assign the number of positions indicated in that column. If your total student number requires you to go to the next group size (column), distribute your remaining students evenly throughout various *JA BizTown* businesses. **You MAY NOT add additional job positions or account numbers.** Contact Ann Marie Giefer (annmarie@jaum.org, 651.255.0033) to request further guidance.

Please have your students' assignments done a week before your simulation day.

Business Name	Total Number of Students				Position	Net Salary	Acct #	Student First and Last Name
	100	120	140	155 (max)				
SPORTS BROADCASTING CENTER	1	1	1	1	CEO	\$8.82	101	
	1	1	1	1	CFO	\$8.33	102	
	1	1	1	1	Guest Service Agent 1	\$7.84	103	
		1	1	1	Guest Service Agent 2	\$7.84	104	
		1	1	1	Sports Analyst	\$7.84	105	
	1	1	1	1	Sponsorship Director	\$7.84	106	
	1	1	1	1	Sports Broadcaster 1	\$7.84	107	
	1	1	1	1	Sports Broadcaster 2	\$7.84	108	
CAFÉ	1	1	1	1	CEO	\$8.82	109	
	1	1	1	1	CFO	\$8.33	110	
	1	1	1	1	Beverage Manager 1	\$7.84	111	
	1	1	1	1	Beverage Manager 2	\$7.84	112	
			1	1	Beverage Manager 3	\$7.84	113	
	1	1	1	1	Food Manager 1	\$7.84	114	
		1	1	1	Food Manager 2	\$7.84	115	
				1	Food Manager 3	\$7.84	116	
	1	1	1	1	Sales Manager 1	\$7.84	117	
		1	1	1	Sales Manager 2	\$7.84	118	
				1	Sales Manager 3	\$7.84	119	

DELTA AIR LINES Travel Center	1	1	1	1	CEO	\$8.82	120	
	1	1	1	1	CFO	\$8.33	121	
	1	1	1	1	Sky Club Agent 1	\$7.84	122	
	1	1	1	1	Sky Club Agent 2	\$7.84	123	
	1	1	1	1	Sky Club Agent 3	\$7.84	124	
			1	1	Sky Club Agent 4	\$7.84	125	
	1	1	1	1	Mechanical Engineer 1	\$7.84	126	
			1	1	Mechanical Engineer 2	\$7.84	127	
DELUXE Small Business Solutions	1	1	1	1	CEO	\$8.82	128	
	1	1	1	1	CFO	\$8.33	129	
	1	1	1	1	Account Manager 1	\$7.84	130	
			1	1	Account Manager 2	\$7.84	131	
	1	1	1	1	Sales Manager 1	\$7.84	132	
		1	1	1	Sales Manager 2	\$7.84	133	
	1	1	1	1	Game Developer 1	\$7.84	134	
			1	1	Game Developer 2	\$7.84	135	
	1	1	1	1	Web Designer 1	\$7.84	136	
			1	Web Designer 2	\$7.84	137		
ECMC City Hall	1	1	1	1	Mayor	\$8.82	138	
	1	1	1	1	Town Treasurer	\$8.33	139	
	1	1	1	1	City Attorney	\$7.84	140	
	1	1	1	1	Statistician	\$7.84	141	
	1	1	1	1	IRS Agent 1	\$7.84	142	
			1	1	IRS Agent 2	\$7.84	143	
	1	1	1	1	Public Safety Agent 1	\$7.84	144	
		1	1	1	Public Safety Agent 2	\$7.84	145	
1	1	1	1	Sustainability Director	\$7.84	146		
GLOBAL MARKETPLACE	1	1	1	1	CEO	\$8.82	147	
	1	1	1	1	CFO	\$8.33	148	
	1	1	1	1	Sales Manager 1	\$7.84	149	
	1	1	1	1	Sales Manager 2	\$7.84	150	
			1	1	Sales Manager 3	\$7.84	151	
	1	1	1	1	Production Engineer 1	\$7.84	152	
		1	1	1	Production Engineer 2	\$7.84	153	
				1	Production Engineer 3	\$7.84	154	

GREAT CLIPS Retail Center	1	1	1	1	CEO/Franchisee	\$8.82	155	
	1	1	1	1	CFO	\$8.33	156	
	1	1	1	1	Salon Manager 1	\$7.84	157	
	1	1	1	1	Salon Manager 2	\$7.84	158	
	1	1	1	1	Stylist 1	\$7.84	159	
	1	1	1	1	Stylist 2	\$7.84	160	
			1	1	Stylist 3	\$7.84	161	
PETER J KING Philanthropy Center	1	1	1	1	Executive Director	\$8.82	162	
	1	1	1	1	CFO	\$8.33	163	
	1	1	1	1	Program Manager 1	\$7.84	164	
		1	1	1	Program Manager 2	\$7.84	165	
			1	1	Program Manager 3	\$7.84	166	
	1	1	1	1	Grant Writer 1	\$7.84	167	
			1	1	Grant Writer 2	\$7.84	168	
			1	Grant Writer 3	\$7.84	169		
PROFESSIONAL SERVICES	1	1	1	1	CEO	\$8.82	170	
	1	1	1	1	CFO	\$8.33	171	
	1	1	1	1	Tax Attorney	\$7.84	172	
		1	1	1	Auditor 1	\$7.84	173	
				1	Auditor 2	\$7.84	174	
	1	1	1	1	IT Consultant	\$7.84	175	
		1	1	1	Actuary	\$7.84	176	
RBC WEALTH MANAGEMENT BizJournal	1	1	1	1	CEO	\$8.82	177	
	1	1	1	1	CFO	\$8.33	178	
	1	1	1	1	Editor 1	\$7.84	179	
			1	1	Editor 2	\$7.84	180	
	1	1	1	1	Photographer 1	\$7.84	181	
			1	1	Photographer 2	\$7.84	182	
	1	1	1	1	Reporter 1	\$7.84	183	
		1	1	1	Reporter 2	\$7.84	184	
	1	1	1	1	Ad Executive 1	\$7.84	185	
	1	1	1	Ad Executive 2	\$7.84	186		

STATE FARM Distrubution Center	1	1	1	1	CEO	\$8.82	187	
	1	1	1	1	CFO	\$8.33	188	
	1	1	1	1	Stock Manager 1	\$7.84	189	
	1	1	1	1	Stock Manager 2	\$7.84	190	
			1	1	Stock Manager 3	\$7.84	191	
				1	Sales Manager 1	\$7.84	192	
		1	1	1	Sales Manager 2	\$7.84	193	
	1	1	1	1	Carrier 1	\$7.84	194	
		1	1	Carrier 2	\$7.84	195		
STEM MANUFACTURING CENTER	1	1	1	1	CEO	\$8.82	196	
	1	1	1	1	CFO	\$8.33	197	
	1	1	1	1	Sales Manager 1	\$7.84	198	
	1	1	1	1	Sales Manager 2	\$7.84	199	
				1	Sales Manager 3	\$7.84	200	
	1	1	1	1	Production Engineer 1	\$7.84	201	
		1	1	1	Production Engineer 2	\$7.84	202	
			1	1	Production Engineer 3	\$7.84	203	
			1	Production Engineer 4	\$7.84	204		
TRAVELERS INSURANCE	1	1	1	1	CEO	\$8.82	205	
	1	1	1	1	CFO	\$8.33	206	
	1	1	1	1	Claims and Client Representative 1	\$7.84	207	
				1	Claims and Client Representative 2	\$7.84	208	
	1	1	1	1	Account Manager 1	\$7.84	209	
			1	1	Account Manager 2	\$7.84	210	
	1	1	1	1	Risk Consultant 1	\$7.84	211	
				1	Risk Consultant 2	\$7.84	212	
U.S. BANK	1	1	1	1	CEO	\$8.82	213	
	1	1	1	1	CFO	\$8.33	214	
	1	1	1	1	Personal Banker 1	\$7.84	215	
	1	1	1	1	Personal Banker 2	\$7.84	216	
	1	1	1	1	Personal Banker 3	\$7.84	217	
	1	1	1	1	Personal Banker 4	\$7.84	218	
		1	1	1	Personal Banker 5	\$7.84	219	
				1	Personal Banker 6	\$7.84	220	
	1	1	1	1	File Clerk 1	\$7.84	221	
		1	1	1	File Clerk 2	\$7.84	222	
	1	1	1	1	Savings Officer 1	\$7.84	223	
			1	1	Savings Officer 2	\$7.84	224	

UA & API GROUP, INC. Construction Center	1	1	1	1	CEO	\$8.82	225	
	1	1	1	1	CFO	\$8.33	226	
	1	1	1	1	Superintendent 1	\$7.84	227	
	1	1	1	1	General Foreperson 1	\$7.84	228	
			1	1	General Foreperson 2	\$7.84	229	
	1	1	1	1	Mechanic/Journeyman 1	\$7.84	230	
			1	1	Mechanic/Journeyman 2	\$7.84	231	
	1	1	1	1	Safety Inspection Tech 1	\$7.84	232	
		1	1	Safety Inspection Tech 2	\$7.84	233		
UTILITY COMPANY	1	1	1	1	CEO	\$8.82	234	
	1	1	1	1	CFO	\$8.33	235	
	1	1	1	1	Renewable Portfolio Manager	\$7.84	236	
	1	1	1	1	Water Quality Engineer	\$7.84	237	
	1	1	1	1	Marketing Manager 1	\$7.84	238	
				1	Marketing Manager 2	\$7.84	239	
	1	1	1	1	Solar Energy Engineer 1	\$7.84	240	
		1	1	Solar Energy Engineer 2	\$7.84	241		
VOYA INVESTMENT CENTER	1	1	1	1	CEO	\$8.82	242	
	1	1	1	1	CFO	\$8.33	243	
	1	1	1	1	Investment Analyst 1	\$7.84	244	
		1	1	1	Investment Analyst 2	\$7.84	245	
	1	1	1	1	Financial Advisor 1	\$7.84	246	
		1	1	1	Financial Advisor 2	\$7.84	247	
		1	1	Financial Advisor 3	\$7.84	248		
WELLNESS CENTER	1	1	1	1	CEO	\$8.82	249	
	1	1	1	1	CFO	\$8.33	250	
	1	1	1	1	Health Care Manager 1	\$7.84	251	
		1	1	1	Health Care Manager 2	\$7.84	252	
				1	Health Care Manager 3	\$7.84	253	
	1	1	1	1	Biomedical Engineer 1	\$7.84	254	
		1	1	1	Biomedical Engineer 2	\$7.84	255	
TOTAL # STUDENTS								0

Sports Broadcasting Center

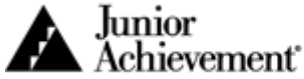
<p>CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Prepares and gives speech at Town Meeting. 3. Signs Rental Agreement for business space. 4. Supervises employees and oversees business operations. 5. Signs all business payroll checks. 6. Assists with all business duties when employees are on break. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Inputs and submits business loan to the bank. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays online bills sent to business. 5. Keeps all records of business expenses and payment. 6. Makes business deposits to Bank.
<p>SPONSORSHIP DIRECTOR</p> <ol style="list-style-type: none"> 1. Collects the Advertisements from each JA BizTown business. 2. Reviews and edits the Ads, then forwards them to the Broadcaster to be read on-air. 3. Sends online invoices to businesses. 4. Helps sell requests, shout outs, and retail items to JA BizTown citizens. 	<p>GUEST SERVICE AGENT</p> <ol style="list-style-type: none"> 1. Promotes MN sports teams by connecting with fans and businesses. 2. Creates a hands-on fan experience with games, music, and photo opportunities. 3. Sets up and learns the Point of Sale System (POS). 4. Helps sell requests, shout outs, and retail items to JA BizTown citizens.
<p>SPORTS ANALYST</p> <ol style="list-style-type: none"> 1. Researches scores, highlights and schedules of the MN Sports Teams. 2. Shares sports information with the Sports Broadcaster to read on-air. 3. Posts information on the score schedules on board outside the business. 4. Review footage and make recommendations about a professional Minnesota athlete. 	<p>SPORTS BROADCASTER</p> <ol style="list-style-type: none"> 1. Learns to operate the sound equipment and selects music for airtime. 2. Completes scheduling of on-air play list and advertisements. 3. Clearly reads sports news items, advertisements and announcements over the JA BizTown airwaves.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Signs all business payroll and expense checks. 4. Makes business operational decisions. 5. Prepares and gives speech at Town Meeting. 6. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs and submits business loan to the bank. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Signs payroll checks if CEO is not available. 5. Pays online bills sent to business. 6. Keeps all records of business expenses and payment. 7. Makes business deposits to Bank.
<p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Sets up equipment. 2. Organizes food items for sale. 3. Keeps equipment and work areas clean. 4. Monitors food supply inventory. 5. Assists and substitutes for Sales Managers as needed. 	<p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Sets up equipment. 2. Assures correct beverages are available and ready for sale. 3. Monitors beverage supply inventory. 4. Keeps equipment and work areas clean. 5. Assists and substitutes for Sales Managers as needed.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Takes customer orders, receives payment, and delivers food/beverage items to customers. 2. Operates the POS computer. 3. Keeps equipment and work areas clean. 4. Prepares lunch area (sets up chairs, tables, etc.). 	

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Signs all business payroll and expense checks.5. Prepares and gives speech at Town Meeting.6. Works with employees to determine pricing of products.7. Assists with all business duties when employees are on break.8. Fills in for CFO when necessary.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank..
<p style="text-align: center;">SKY CLUB AGENT</p> <ol style="list-style-type: none">1. Works with CEO to set prices of products and experiences.2. Sets up the Point of Sale System (POS).3. Greets customers & accepts sales using the POS.4. Assists customers with buying plane ticket at kiosks.5. Delivers ordered items to customers.	<p style="text-align: center;">MECHANICAL ENGINEER</p> <ol style="list-style-type: none">1. Learns about careers in mechanical engineering.2. Assembles products for sale relating to travel and aviation.3. Learns how a jet engine works.4. Assembles a model of a jet engine.5. Assists with sales as needed.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Supervises employees and oversees business operations.3. Works with employees to determine prices for products.4. Signs Rental Agreement for business space.5. Signs all business payroll and expense checks.6. Prepares and gives speech at a Town Meeting.7. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank..
<p style="text-align: center;">ACCOUNT MANAGER</p> <ol style="list-style-type: none">1. Collects Webpage ads from each JA BizTown business.2. Invoices each business online for Web Page Advertisements.3. Creates a logo or business card design for each business.4. Assists Web Developers and Sales Managers as necessary.5. Assists Sales Manager with creating customer photo IDs.	<p style="text-align: center;">WEB DESIGNER</p> <ol style="list-style-type: none">1. Learns operation of computer program and web design software.2. Inputs webpage information into web page templates.3. Shares webpage design with each CEO and has them verify it for accuracy.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none">1. Meets with CEO to set prices.2. Learns how to operate the sales computer to accept sales.3. Takes photos of students and creates photo IDs.4. Assists Ad Executive with creating the logos or business cards.5. Greets customers and assists them with sales.	<p style="text-align: center;">GAME DEVELOPER</p> <ol style="list-style-type: none">1. Learns how to use block coding with the Hopscotch app to create games.2. Shares games with citizens using an iPad.3. Assists the Web Developer and Sales Manager when needed.

ECMC City Hall



JA BizTown®

MAYOR

1. Obtains bank loan.
2. Signs Rental Agreement for business space.
3. Supervises employees and oversees business operations.
4. Prepares and gives speeches at Town Meetings.
5. Takes census count of JA BizTown.
6. Supervises JA BizTown voting.
7. Receive nominations for and selects two Citizens of the Day and one Quality Business of the Day.
8. Works with the Sustainability Director to determine the Environmentally Friendly Business Award.

TOWN TREASURER

1. Inputs and submits business loan to the bank.
2. Inputs employee payroll information.
3. Prints and distributes employee payroll checks.
4. Signs payroll checks if CEO is not available.
5. Pays online bills sent to business.
6. Keeps all records of business expenses and payment.
7. Makes business deposits to Bank.

SUSTAINABILITY DIRECTOR

1. Educates JA BizTown citizens on ways to protect the environment.
2. Conducts a waste audit of all businesses.
3. Collects information from various businesses and reports the findings at the Closing Town Hall Meeting.
4. Collects the recycling and conducts survey.

IRS AGENT

1. Uses their iPad to have students sign their Payroll Tax form.
2. Completes all JA BizTown tax forms.
3. Issues tax ID numbers and verifies 501(c)3 status of JA BizTown non-profit.
4. Prepares the business property tax bills and sends them online.

ATTORNEY

1. Prepares and gives speech at the Closing Town Meeting.
2. Reviews legal documents (Loan Agreements, Rental Agreements, Bank Charter, Non-profit Charter)
3. Investigates criminal case(s) and prepares case results and recommendations.

STATISTICIAN

1. Uses iPad to conduct surveys to collect information from students, teachers and volunteers.
2. Gathers and analyzes market research data for a JA BizTown business.

PUBLIC SAFETY AGENT

1. With the Mayor, decides what the JA BizTown laws are for the day.
2. Enforces the laws by observing citizens and giving out warnings and fines.
3. Keeps track of student warnings and fines with an iPad.
4. Encourages positive behavior by giving out positive tickets.

Global Marketplace



JA BizTown®

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Signs all business payroll and expense checks.5. Prepares and gives speech at Town Meeting.6. Works with employees to determine pricing of products.7. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">PRODUCTION ENGINEER</p> <ol style="list-style-type: none">1. Reads and reviews descriptions of products to be produced.2. Personalizes products for customers as ordered, if applicable.3. Greets customers & assists them with sales as needed.4. Paces work to meet production goals.5. Produces quality products.	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none">1. Works with CEO to set prices of products.2. Sets up the Point of Sale System (POS).3. Delivers ordered items to customers, if necessary.4. Accepts payment for purchased items.5. Assists with producing retail items as needed.6. Forwards payments to CFO.

<p style="text-align: center;">FRANCHISEE/CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Completes Franchisee Application and plans for Grand Opening. 3. Works with employees to determine pricing of products. 4. Signs Rental Agreement for business space. 5. Supervises employees and oversees business operations. 6. Signs all business payroll and expense checks. 7. Prepares and gives speech at Town Meeting. 8. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs and submits business loan to the bank. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Signs payroll checks if CEO is not available. 5. Pays online bills sent to business. 6. Keeps all records of business expenses and payment. 7. Makes business deposits to Bank.
<p style="text-align: center;">SENIOR STYLIST</p> <ol style="list-style-type: none"> 1. Learns about the role of a Great Clips Stylist. 2. Learns how to cut hair on a mannequin head. 3. Helps design and create products for customers. 4. Works with the customer to determine what kind of hairstyle they want. 5. Prints hairstyles for customers using an iPad. 6. Assists with scheduling and sales as needed. 	<p style="text-align: center;">SALON MANAGER</p> <ol style="list-style-type: none"> 1. Learns about the role of a Great Clips Salon Manager. 2. Creates a positive environment for the team and customers. 3. Works with CEO to set the goals and product prices for the day. 4. Sets up the Point of Sale System (POS) and display area. 5. Greets customers and assists them with scheduling and sales. 6. Accepts payment for purchased items. 7. Forwards payments to CFO.

EXECUTIVE DIRECTOR

1. Obtains bank loan.
2. Signs Rental Agreement for business space.
3. Supervises employees and oversees business operations.
4. Signs all business payroll and expense checks.
5. Prepares and gives speeches at Town Meetings.
6. Work with business CEO's to recruit board members and philanthropy donations.
7. Sets the fundraising goal based on JA BizTown's population count.

CFO

1. Inputs and submits business loan to the bank.
2. Inputs employee payroll information.
3. Prints and distributes employee payroll checks.
4. Signs payroll checks if CEO is not available.
5. Pays online bills sent to business.
6. Keeps all records of business expenses and payment.
7. Makes business deposits to Bank.

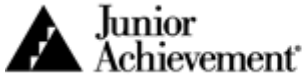
GRANT WRITER

1. Invoices the others businesses.
2. Works with the Philanthropy Team to select a non-profit to support.
3. Research the non-profit's mission, goals, and impact.
4. Writes a Grant Application to the JA BizTown foundation.
5. Assists the Program Manager with the collection of private citizen donations.

PROGRAM MANAGER

1. Works with the team to select a non-profit to support.
2. Sets up an attractive display area to promote non-profit.
3. Sets up the Point of Sale System (POS).
4. Collects philanthropy donations from individuals and gives them to CFO.
5. Reports total citizen donations to the Executive Director for the Closing Town Meeting.

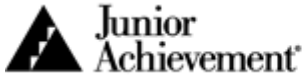
Professional Services



JA BizTown®

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Signs all business payroll and expense checks.5. Prepares and gives speech at Town Meeting.6. Works with employees to determine pricing of products.7. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">TAX ATTORNEY</p> <ol style="list-style-type: none">1. Assists other business CEOs with their rental agreements.2. Sends online invoices for rent to each business.3. Shows the Philanthropy Center how to file their 501c3 paperwork.4. Helps the JA BizTown businesses complete their legal paperwork.	<p style="text-align: center;">AUDITOR</p> <ol style="list-style-type: none">1. Completes an audit of all JA BizTown businesses for payroll and invoicing.2. Examines the inventory of restocked supply bins at the Distribution Center.3. Inspects the Bank's transactions for accuracy, including counting of cash and bank loan repayment processes.
<p style="text-align: center;">IT CONSULTANT</p> <ol style="list-style-type: none">1. Helps clients solve complex IT problems.2. Consults other businesses about IT security.3. Assists business clients with improving their use of technology to increase their customer's experience.	<p style="text-align: center;">ACTUARY</p> <ol style="list-style-type: none">1. Collects and analyzes data about the possible risks JA BizTown businesses could face.2. Uses data to create policies for businesses and clients to minimize the cost of any risk.

RBC Wealth Management



JA BizTown®

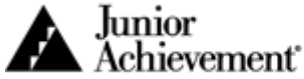
BizJournal

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Signs all business payroll and expense checks.5. Writes editorial, and reads it on air.6. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none">1. Purchases business supplies from the Distribution Center.2. Collects ads and ad payments from each JA BizTown business.3. Types and designs business advertisements on the computer.4. Assists with selling the newsletter.	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none">1. Conducts interviews and retirement survey to be published in the newspaper.2. Writes news articles and stories.3. Type written copy into newspaper template for publication.4. Write a money management news story.5. Reviews video archives of local business leaders and writes an article for the newsletter.6. Assists with selling the newsletter.
<p style="text-align: center;">EDITOR</p> <ol style="list-style-type: none">1. Considers and types responses to "Letter to the Editor."2. Oversees the layout of the advertisements, articles, surveys, etc. for each page of the newspaper.3. Proofreads all submitted articles and advertisements.4. Assists with selling the newsletter.	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none">1. Takes photographs of JA BizTown officials, citizens, and teachers at JA BizTown events.2. Visits each business and photographs all employees.3. Works closely with the reporters and editor to support newspaper content.4. Take photos of retirement survey respondents.5. Responsible for capturing photographic memories of the JA BizTown day.6. Assists with selling the newsletter.

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<p style="text-align: center;">CARRIER</p> <ol style="list-style-type: none"> 1. Collects mail from central postal box. 2. Sorts letters. 3. Delivers processed mail to businesses and individuals in JA BizTown. 4. Provides customer service. 5. Assists Sales Manager as necessary. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine plan for loan pay-off. 2. Prepares and prices Candy Grams for retail sale. 3. Prepares posters and flyers for advertising of products and services. 4. Assists customers with sales and accepts payments. 5. Forwards collected payments to CFO for deposit.
<p style="text-align: center;">STOCK MANAGER</p> <ol style="list-style-type: none"> 1. Accepts payment for materials being purchased by businesses. 2. Distributes materials to businesses after receiving payment. 3. Measures and packs customers supply baskets for next day's business operations. 4. Assists with the delivery of materials, if needed. 	

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<p style="text-align: center;">PRODUCT ENGINEER</p> <ol style="list-style-type: none">1. Learns the operation of manufacturing tools, such as a button machine and 3D printer, to create products.2. Personalizes products for customers as ordered, if applicable.3. Paces work to meet production goals and loan payment.4. Assists with sales as needed.	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none">1. Works with CEO to set prices of products.2. Sets up the Point of Sale system (POS).3. Assembles products for retail sales with manufacturing equipment.4. Creates an attractive display area for sale products.5. Greets customers and accepts sales.

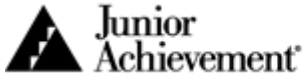
Travelers Insurance



JA BizTown®

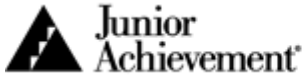
<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Leads staff meetings with volunteer.2. Prepares and gives speech at Opening Town Meeting.3. Obtains bank loan.4. Signs all business payroll checks.5. Educates JA BizTown citizens about the danger of distracted driving.6. Submit paperwork, collaborate with other business representatives, and supervise staff.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">RISK CONSULTANT</p> <ol style="list-style-type: none">1. Presents risk management safety presentations to certain businesses at the start of the day.2. Completes a safety check for each business and awards a Star Rating to each business.3. Educates JA BizTown citizens about the dangers of distracted driving.	<p style="text-align: center;">CLAIMS & CLIENT REPRESENTATIVE</p> <ol style="list-style-type: none">1. Assists customers in completing insurance claims.2. Meets with all CEOs and sell them insurance plans.3. Sends insurance invoices to each business online.4. Provides clients with proof of insurance.
<p style="text-align: center;">ACCOUNT MANAGER</p> <ol style="list-style-type: none">1. Learns how to communicate information through Public Service Announcements.2. Creates and records video PSA about distracted driving using iMovie.3. Educates JA BizTown citizens about the dangers of distracted driving.4. Engages in face-to-face marketing about the dangers of distracted driving.	

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Processes all business Loan Applications.2. Signs all business payroll and expense checks.3. Signs Rental Agreement for business space.4. Meets with personnel from other businesses when they visit.5. Supervises employees and business operations.6. Accepts business deposits.7. Prepares and gives speech at Closing Town Meeting.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">PERSONAL BANKER</p> <ol style="list-style-type: none">1. Greets customers as they open personal accounts.2. Processes paychecks and accepts personal deposits.3. Disburses maximum of \$2 cash per pay period to customers.4. Records customer personal account transactions in computer.5. Assists File Clerk with filing, when necessary.	<p style="text-align: center;">FILE CLERK</p> <ol style="list-style-type: none">1. Issues cash to Tellers and complete cash-out tickets as needed.2. Accepts paperwork from business representatives at the Business Window and passes to CEO or CFO.3. Files business checks and paperwork received from CEO.4. Files personal checks and business deposits.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none">1. Educates citizens around town about the importance of saving.2. Conducts a survey about the Savings habits of citizens and encourages them to save.3. Issues Savings Certificates.4. Prepares savings report for Closing Town Meeting.	



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<p style="text-align: center;">SUPERINTENDENT</p> <ol style="list-style-type: none"> 1. Reviews project plans for the production stations. 2. Collaborates with the GF and Mechanic on the project plan. 3. Updates project status. 4. Leads the Job Site Meeting (JSA) with the Safety Inspection Tech. 5. Plans work to meet productivity goals. 6. Prepares and sends billing for JA Staff for projects completed. 	<p style="text-align: center;">GENERAL FOREPERSON</p> <ol style="list-style-type: none"> 1. Works with City Hall to obtain appropriate permit signatures. 2. Works with Mechanic to ensure timely project completion. 3. Assists Mechanic with project completion. 4. Notifies JA BizTown staff when projects are completed. 5. Catalogs parts and materials used to reconcile the materials/consumables budget.
<p style="text-align: center;">MECHANIC/JOURNEYPERSON</p> <ol style="list-style-type: none"> 1. Completes projects safely and efficiently. 2. Organizes and lays out a job site in a safe and efficient manner. 3. Ensures that everyone on site follows all safety rules and protocols. 4. Works in accordance with the projects plans. 5. Produces a high-quality product on time and on budget. 	<p style="text-align: center;">SAFETY INSPECTION TECH</p> <ol style="list-style-type: none"> 1. Implements a safety plan and ensure that everyone follows it. 2. Leads a daily safety brief with all employees. 3. Performs daily safety audit. 4. Inspects the JA BizTown site at large and ensure life safety system compliance. 5. Inspects project sites to monitor progress and safety.

Utility Company

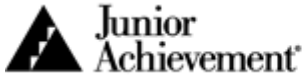


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<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs all business payroll and expense checks.3. Makes business operational decisions.4. Prepares and gives speech at Town Meeting.5. Assists with all business duties when employees are on break.6. Learns about the benefits of solar energy.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs and submits business loan to the bank.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Signs payroll checks if CEO is not available.5. Pays online bills sent to business.6. Keeps all records of business expenses and payment.7. Makes business deposits to Bank.
<p style="text-align: center;">RENEWABLE ENERGY PORTFOLIO MANAGER</p> <ol style="list-style-type: none">1. Learns about the benefits of solar energy.2. Sets the renewable energy goal for the day with the CEO and Digital Marketing Manager.3. Computes and prints utility bills.4. Works with the Digital Marketing Manager to achieve the energy goal.5. Reports to Sustainability Director of City Hall, the Newspaper and JA BizTown Staff about the day's energy use and savings.	<p style="text-align: center;">DIGITAL MARKETING MANAGER</p> <ol style="list-style-type: none">1. Learns about the benefits of solar energy.2. Sets the renewable energy goal for the day with the CEO and Renewable Energy Portfolio Manager.3. Educates businesses about renewable energy and the solar panels on roof.4. Sells the Solar Energy Program to the business' CEOs.5. Reports results to the Renewable Portfolio Manager.
<p style="text-align: center;">WATER QUALITY ENGINEER</p> <ol style="list-style-type: none">1. Learns how our water is treated to make it safe for drinking.2. Collects and tests the different sources of water in JA BizTown and their community for contaminants.3. Analyzes results and makes recommendations about treatment.4. Educates citizens about conserving water with a Quiz Game.	<p style="text-align: center;">SOLAR ENERGY ENGINEER</p> <ol style="list-style-type: none">1. Learns about the benefits of solar energy.2. Researches, plans and builds a solar powered car.3. Uses Google Project Sunroof to gather data about the solar potential of their school and makes a recommendation to the Sustainability Director.

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<p style="text-align: center;">INVESTMENT ANALYST</p> <ol style="list-style-type: none">1. Learns about the stock market.2. Keeps the stock board updated with the Investment Sales Summary report.3. Sells stocks to JA BizTown citizens who want to invest in the stock market.4. Completes stock certificates.	<p style="text-align: center;">FINANCIAL ADVISOR</p> <ol style="list-style-type: none">1. Educates JA BizTown citizens about their level of risk tolerance for investing with a quiz game.2. Directs students to Voya to get their prize after the game.3. Encourage students to meet with the Investment Analyst to invest in the stock market.

Wellness Center



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<p style="text-align: center;">HEALTH CARE MANAGER</p> <ol style="list-style-type: none">1. Distributes health vouchers to CEOs of businesses as they arrive.2. Assists patients in wellness screening.3. Conducts a Health Survey of JA BizTown citizens.4. Educates citizens of healthy lifestyle choices by writing a Public Service Announcement.5. Sets up Point of Sale System (POS).6. Assists customers with sales and accepts payments.7. Forwards collected payments to CFO for deposit.	<p style="text-align: center;">BIOMEDICAL ENGINEER</p> <ol style="list-style-type: none">1. Generates health related questions and plan experiments and investigations.2. Conducts and reports results of investigations by following Scientific Method.3. Works with Health Care Managers in assisting customers4. Works with JA BizTown staff for billing and payment of research investigations.5. Forwards collected payments to CFO for deposit.



JA BizTown®

(Date)

Dear _____,
(citizen name)

Thank you for applying for a job at *JA BizTown*. After reviewing your application that describes your strengths and skills, we are happy to offer you a position in _____ as the _____ (business).
(position)

We hope that you accept this position and will do your personal best when you visit *JA BizTown*. Please report to your business on _____. Your salary will be \$_____ each pay period. (visit date)

Also, we would like for you to continue learning about check writing, business costs, and operations, and the many other economic concepts that your teacher is introducing. Be sure to prepare all necessary business paperwork. This will help you to continue to be a productive employee in our community.

Again, we appreciate your interest in *JA BizTown* and look forward to seeing you shortly.

Sincerely yours,

JA BizTown
Human Resources Department