

## **Whitney and Elizabeth MacMillan 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.



JA BizTown®

# Whitney and Elizabeth MacMillan 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 Wendy Patzlaff (wendy@jaum.org, 651.255.0455) to request further guidance.

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

Business Name	Total Number of Students				Position	Salary	Acct #	Student First and Last Name
	100	120	140	158 (max)				
ALLIANZ BizJournal	1	1	1	1	CEO	\$8.82	101	
	1	1	1	1	CFO	\$8.33	102	
	1	1	1	1	Editor 1	\$8.33	103	
			1	1	Editor 2	\$8.33	104	
	1	1	1	1	Photographer 1	\$7.84	105	
			1	1	Photographer 2	\$7.84	106	
	1	1	1	1	Reporter 1	\$7.84	107	
		1	1	1	Reporter 2	\$7.84	108	
	1	1	1	1	Ad Executive 1	\$7.84	109	
		1	1	1	Ad Executive 2	\$7.84	110	
CAFE	1	1	1	1	CEO	\$8.82	111	
	1	1	1	1	CFO	\$8.33	112	
	1	1	1	1	Beverage Manager 1	\$7.84	113	
		1	1	1	Beverage Manager 2	\$7.84	114	
				1	Beverage Manager 3	\$7.84	115	
	1	1	1	1	Food Manager 1	\$7.84	116	
		1	1	1	Food Manager 2	\$7.84	117	
				1	Food Manager 3	\$7.84	118	
	1	1	1	1	Sales Manager 1	\$7.84	119	
	1	1	1	1	Sales Manager 2	\$7.84	120	
			1	Sales Manager 3	\$7.84	121		
	1	1	1	CEO	\$8.82	122		

CAMBRIA Retail and Manufacturing Center	1	1	1	1	CFO	\$8.33	123	
	1	1	1	1	Sales Manager 1	\$7.84	124	
		1	1	1	Sales Manager 2	\$7.84	125	
	1	1	1	1	Production Engineer 1	\$7.84	126	
			1	1	Production Engineer 2	\$7.84	127	
	1	1	1	1	Installation Technician 1	\$7.84	128	
			1	1	Installation Technician 2	\$7.84	129	
CARGILL STEM Center	1	1	1	1	CEO	\$8.82	130	
	1	1	1	1	CFO	\$8.33	131	
	1	1	1	1	R&D Scientist 1	\$7.84	132	
			1	1	R&D Scientist 2	\$7.84	133	
	1	1	1	1	Quality Manager	\$7.84	134	
	1	1	1	1	Sales and Marketing Manager 1	\$7.84	135	
			1	1	Sales and Marketing Manager 2	\$7.84	136	
CITY HALL	1	1	1	1	Corporate Responsibility Liaison	\$7.84	137	
	1	1	1	1	Mayor	\$8.82	138	
	1	1	1	1	Town Treasurer	\$8.33	139	
	1	1	1	1	Attorney 1	\$7.84	140	
		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	Public Safety Agent 2	\$7.84	145		
DELTA AIR LINES Travel Center	1	1	1	1	Sustainability Director	\$7.84	146	
	1	1	1	1	CEO	\$8.82	147	
	1	1	1	1	CFO	\$8.33	148	
	1	1	1	1	Sky Club Agent 1	\$7.84	149	
	1	1	1	1	Sky Club Agent 2	\$7.84	150	
		1	1	1	Sky Club Agent 3	\$7.84	151	
				1	Sky Club Agent 4	\$7.84	152	
	1	1	1	1	Mechanical Engineer 1	\$7.84	153	
			1	Mechanical Engineer 2	\$7.84	154		
DISTRIBUTION CENTER	1	1	1	1	CEO	\$8.82	155	
	1	1	1	1	CFO	\$8.33	156	
	1	1	1	1	Stock Manager 1	\$7.84	157	
		1	1	1	Stock Manager 2	\$7.84	158	
				1	Stock Manager 3	\$7.84	159	
	1	1	1	1	Sales Manager 1	\$7.84	160	
		1	1	1	Sales Manager 2	\$7.84	161	

	1	1	1	1	Carrier 1	\$7.84	162	
		1	1	1	Carrier 2	\$7.84	163	
FEDERATED INSURANCE	1	1	1	1	CEO	\$8.82	164	
	1	1	1	1	CFO	\$8.33	165	
	1	1	1	1	Claims and Client Representative	\$7.84	166	
	1	1	1	1	Marketing Representative 1	\$7.84	167	
			1	1	Marketing Representative 2	\$7.84	168	
	1	1	1	1	Property Analyst 1	\$7.84	169	
				1	Property Analyst 2	\$7.84	170	
	1	1	1	1	Risk Consultant	\$7.84	171	
HB FULLER Innovation Center	1	1	1	1	CEO	\$8.82	172	
	1	1	1	1	CFO	\$8.33	173	
	1	1	1	1	Customer Service Agent 1	\$7.84	174	
		1	1	1	Customer Service Agent 2	\$7.84	175	
	1	1	1	1	Lab Technician 1	\$7.84	176	
				1	Lab Technician 2	\$7.84	177	
	1	1	1	1	Production Operator	\$7.84	178	
	1	1	1	1	Scientist 1	\$7.84	179	
			1	Scientist 2	\$7.84	180		
KS95 KSTP Broadcasting Center	1	1	1	1	CEO	\$8.82	181	
	1	1	1	1	CFO	\$8.33	182	
	1	1	1	1	Ad Executive 1	\$7.84	183	
			1	1	Ad Executive 2	\$7.84	184	
	1	1	1	1	Sound Engineer/DJ 1	\$7.84	185	
		1	1	1	Sound Engineer/DJ 2	\$7.84	186	
	1	1	1	1	Music Producer 1	\$7.84	187	
1	1	1	1	Reporter 1	\$7.84	188		
MORTENSON Construction Center	1	1	1	1	CEO	\$8.82	189	
	1	1	1	1	CFO	\$8.33	190	
	1	1	1	1	Project Manager 1	\$7.84	191	
			1	1	Project Manager 2	\$7.84	192	
	1	1	1	1	Superintendent 1	\$7.84	193	
			1	1	Superintendent 2	\$7.84	194	
	1	1	1	1	Tradesperson 1	\$7.84	195	
			1	1	Tradesperson 2	\$7.84	196	
1	1	1	1	Wind Engineer	\$7.84	197		
OTTO BREMER	1	1	1	1	Executive Director	\$8.82	198	
	1	1	1	1	CFO	\$8.33	199	
	1	1	1	1	Program Manager 1	\$7.84	200	

TRUST Social Investment Center	1	1	1	1	Program Manager 2	\$7.84	201	
				1	Program Manager 3	\$7.84	202	
	1	1	1	1	Grant Writer 1	\$7.84	203	
		1	1	1	Grant Writer 2	\$7.84	204	
				1	Grant Writer 3	\$7.84	205	
PENTAIR Water Center	1	1	1	1	CEO	\$8.82	206	
	1	1	1	1	CFO	\$8.33	207	
	1	1	1	1	Water Quality Engineer 1	\$7.84	208	
			1	1	Water Quality Engineer 2	\$7.84	209	
	1	1	1	1	Research and Development Engineer 1	\$7.84	210	
		1	1	1	Research and Development Engineer 2	\$7.84	211	
	1	1	1	1	Sales Manager 1	\$7.84	212	
		1	1	Sales Manager 2	\$7.84	213		
POLARIS Manufacturing Center	1	1	1	1	CEO	\$8.82	214	
	1	1	1	1	CFO	\$8.33	215	
	1	1	1	1	Production Manager 1	\$7.84	216	
		1	1	1	Production Manager 2	\$7.84	217	
	1	1	1	1	Powertrain Design Engineer 1	\$7.84	218	
			1	1	Powertrain Design Engineer 2	\$7.84	219	
	1	1	1	1	Vehicle Design Specialist 1	\$7.84	220	
		1	1	Vehicle Design Specialist 2	\$7.84	221		
TAYLOR COMMUNICATIONS Brand Marketing Center	1	1	1	1	CEO	\$8.82	222	
	1	1	1	1	CFO	\$8.33	223	
	1	1	1	1	Sales Representative 1	\$7.84	224	
			1	1	Sales Representative 2	\$7.84	225	
	1	1	1	1	Director of Product Development 1	\$7.84	226	
			1	1	Director of Product Development 2	\$7.84	227	
	1	1	1	1	Head of Production and Fulfillment 1	\$7.84	228	
		1	1	1	Head of Production and Fulfillment 2	\$7.84	229	
	1	1	1	1	Graphic Designer 1	\$7.84	230	
		1	1	Graphic Designer 2	\$7.84	231		
UNITEDHEALTHCARE Wellness Center	1	1	1	1	CEO	\$8.82	232	
	1	1	1	1	CFO	\$8.33	233	
	1	1	1	1	Health Care Manager 1	\$7.84	234	
		1	1	1	Health Care Manager 2	\$7.84	235	
				1	Health Care Manager 3	\$7.84	236	
	1	1	1	1	Biomedical Engineer 1	\$7.84	237	
		1	1	1	Biomedical Engineer 2	\$7.84	238	
			1	Biomedical Engineer 3	\$7.84	239		

US BANK	1	1	1	1	CEO	\$8.82	240	
	1	1	1	1	CFO	\$8.33	241	
	1	1	1	1	Personal Banker 1	\$7.84	242	
	1	1	1	1	Personal Banker 2	\$7.84	243	
	1	1	1	1	Personal Banker 3	\$7.84	244	
	1	1	1	1	Personal Banker 4	\$7.84	245	
		1	1	1	Personal Banker 5	\$7.84	246	
				1	Personal Banker 6	\$7.84	247	
	1	1	1	1	File Clerk 1	\$7.84	248	
			1	1	File Clerk 2	\$7.84	249	
	1	1	1	1	Financial Advisor 1	\$7.84	250	
			1	Financial Advisor 2	\$7.84	251		
XCEL ENERGY Center	1	1	1	1	CEO	\$8.82	252	
	1	1	1	1	CFO	\$8.33	253	
	1	1	1	1	Renewable Portfolio Manager	\$7.84	254	
	1	1	1	1	Digital Marketing Manager 1	\$7.84	255	
				1	Digital Marketing Manager 2	\$7.84	256	
	1	1	1	1	Solar Energy Engineer 1	\$7.84	257	
			1	1	Solar Energy Engineer 2	\$7.84	258	
<b>TOTAL # STUDENTS</b>							<b>0</b>	

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

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



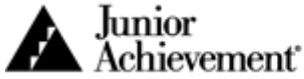
<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Supervises employees and oversees business operations.</li> <li>3. Signs all business payroll and expense checks.</li> <li>4. Prepares and gives speech at Town Meeting.</li> <li>5. Works with employees to determine pricing of products.</li> <li>6. Signs Rental Agreement for business space.</li> <li>7. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>PRODUCTION ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Conducts experiments by engaging in scientific process.</li> <li>2. Assembles products for sale.</li> <li>3. Analyzes the experiment results and makes recommendations.</li> <li>4. Assists with sales as needed.</li> </ol>	<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to set prices of products and experiences.</li> <li>2. Sets up POS and display area.</li> <li>3. Greets customers &amp; assists them with sales.</li> <li>4. Assists with production of products as needed.</li> <li>5. Accepts payment for purchased items and experiments.</li> <li>6. Forwards payments to CFO.</li> </ol>
<p style="text-align: center;"><b>INSTALLATION TECHNICIAN</b></p> <ol style="list-style-type: none"> <li>1. Uses augmented reality app to design and sell countertops to other businesses.</li> <li>2. Measures the space and discusses options with the CEOs.</li> <li>3. Assists with production of products and sales as needed.</li> </ol>	

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Supervises employees and oversees business operations.</li> <li>3. Signs all business payroll and expense checks.</li> <li>4. Prepares and gives speech at Town Meeting.</li> <li>5. Works with employees to determine pricing of products.</li> <li>6. Signs Rental Agreement for business space.</li> <li>7. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>RESEARCH AND DEVELOPMENT SCIENTIST</b></p> <ol style="list-style-type: none"> <li>1. Conducts experiments by engaging in scientific process.</li> <li>2. Develops the best deicer by testing different materials.</li> <li>3. Analyzes the experiment results with the Quality Manager.</li> <li>4. Creates a commercial with the Quality Manager to promote the Cargill Alberger salt.</li> <li>5. Assists with production of products and sales as needed.</li> </ol>	<p style="text-align: center;"><b>SALES &amp; MARKETING MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to set prices of products and experiences.</li> <li>2. Sets up Point of Sale system (POS) and display area.</li> <li>3. Greets customers &amp; assists with sales.</li> <li>4. Accepts payment for purchased items and experiments.</li> <li>5. Uses commercial and other information from fellow employees to sell products to City Hall, Café and Delta Airlines.</li> <li>6. Forwards payments to CFO.</li> </ol>
<p style="text-align: center;"><b>QUALITY MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Makes sure experiments and products are of high quality.</li> <li>2. Analyzes the experiment results with the Quality Manager.</li> <li>3. Creates a commercial with the R&amp;D Scientist to promote the Cargill Alberger salt.</li> <li>4. Assists with production of products and sales as needed.</li> </ol>	<p style="text-align: center;"><b>CORPORATE RESPONSIBILITY LIAISON</b></p> <ol style="list-style-type: none"> <li>1. Promotes Cargill to citizens by showing a video and using a Quiz Game.</li> <li>2. Promotes the benefits of Cargill products to JA BizTown by showing the commercial made by fellow employees.</li> <li>3. Assists with production of products and sales as needed.</li> </ol>

<p style="text-align: center;"><b>MAYOR</b></p> <ol style="list-style-type: none"> <li>Obtains bank loan.</li> <li>Signs Rental Agreement for business space.</li> <li>Supervises employees and oversees business operations.</li> <li>Prepares and gives speeches at Town Meetings.</li> <li>Takes census count of JA BizTown.</li> <li>Supervises JA BizTown voting.</li> <li>Receive nominations for and selects two Citizens of the Day and one Quality Business of the Day.</li> <li>Works with the Sustainability Director to determine the Environmentally Friendly Business Award.</li> </ol>	<p style="text-align: center;"><b>TOWN TREASURER</b></p> <ol style="list-style-type: none"> <li>Inputs and submits business loan to the bank.</li> <li>Inputs employee payroll information.</li> <li>Prints and distributes employee payroll checks.</li> <li>Signs payroll checks if Mayor is not available.</li> <li>Pays online bills sent to business.</li> <li>Keeps all records of business expenses and payment.</li> <li>Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>SUSTAINABILITY DIRECTOR</b></p> <ol style="list-style-type: none"> <li>Educates JA BizTown citizens on ways to protect the environment.</li> <li>Conducts a waste audit of all businesses.</li> <li>Collects information from various businesses and reports the findings at the Closing Town Hall Meeting.</li> <li>Collects the recycling and conducts survey.</li> <li>Assists Mayor with determining the Environmentally Friendly Business Award.</li> </ol>	<p style="text-align: center;"><b>IRS AGENT</b></p> <ol style="list-style-type: none"> <li>Uses their iPad to have students sign their Payroll Tax form.</li> <li>Completes all JA BizTown tax forms.</li> <li>Issues tax ID numbers and verifies 501(c)3 status of JA BizTown non-profit.</li> <li>Prepares the business property tax bills and sends them online.</li> </ol>
<p style="text-align: center;"><b>ATTORNEY</b></p> <ol style="list-style-type: none"> <li>Prepares and gives speech at the Closing Town Meeting.</li> <li>Reviews legal documents (Loan Agreements, Rental Agreements, Bank Charter, Non-profit Charter)</li> <li>Investigates criminal case(s) and prepares case results and recommendations.</li> </ol>	<p style="text-align: center;"><b>STATISTICIAN</b></p> <ol style="list-style-type: none"> <li>Uses iPad to conduct surveys to collect information from students, teachers and volunteers.</li> <li>Gathers and analyzes market research data for a JA BizTown business.</li> </ol>
<p style="text-align: center;"><b>PUBLIC SAFETY AGENT</b></p> <ol style="list-style-type: none"> <li>With the Mayor, decides what the JA BizTown laws are for the day.</li> <li>Enforces the laws by observing citizens and giving out warnings and fines.</li> <li>Keeps track of student warnings and on an iPad.</li> <li>Encourages positive behavior by giving out positive tickets.</li> </ol>	

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

# Distribution Center



JA BizTown®

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Obtains bank loan.</li><li>2. Signs Rental Agreement for business space.</li><li>3. Supervises employees and oversees business operations.</li><li>4. Signs all business payroll and expense checks.</li><li>5. Prepares and gives speech at the Opening Town Meeting.</li><li>6. Works with employees to determine pricing of products.</li><li>7. Assists with all business duties when employees are on break.</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs and submits business loan to the bank.</li><li>2. Inputs employee payroll information.</li><li>3. Prints and distributes employee payroll checks.</li><li>4. Signs payroll checks if CEO is not available.</li><li>5. Pays online bills sent to business.</li><li>6. Keeps all records of business expenses and payment.</li><li>7. Makes business deposits to Bank.</li></ol>
<p style="text-align: center;"><b>CARRIER</b></p> <ol style="list-style-type: none"><li>1. Collects mail from central postal box.</li><li>2. Sorts letters.</li><li>3. Delivers processed mail to businesses and individuals in JA BizTown.</li><li>4. Provides customer service.</li><li>5. Assists Sales Manager as necessary.</li></ol>	<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"><li>1. Works with CEO to determine plan for loan pay-off.</li><li>2. Prepares and prices Candy Grams for retail sale.</li><li>3. Sets up Point of Sale System (POS).</li><li>4. Assists customers with sales and accepts payments.</li><li>5. Forwards collected payments to CFO for deposit.</li></ol>
<p style="text-align: center;"><b>STOCK MANAGER</b></p> <ol style="list-style-type: none"><li>1. Accepts payment for materials being purchased by businesses.</li><li>2. Distributes materials to businesses after receiving payment.</li><li>3. Fills customers supply baskets for next day's business operations.</li><li>4. Assists with the delivery of additional materials, if needed.</li></ol>	

# Federated Insurance



JA BizTown®

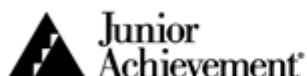
<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Leads staff meetings with volunteer.</li><li>2. Prepares and gives speech at Opening Town Meeting.</li><li>3. Obtains bank loan.</li><li>4. Signs all business payroll checks.</li><li>5. Educates JA BizTown citizens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

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Supervises employees and oversees business operations.</li> <li>3. Signs all business payroll and expense checks.</li> <li>4. Prepares and gives speech at Town Meeting.</li> <li>5. Works with employees to determine pricing of products.</li> <li>6. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>SCIENTIST</b></p> <ol style="list-style-type: none"> <li>1. Works with Lab Technician and Production Operator to create high quality products for sale.</li> <li>2. Conducts experiments by engaging in the scientific process.</li> <li>3. Follows safety guidelines and must achieve planned production rates.</li> <li>4. Assists customers with sales as needed.</li> </ol>	<p style="text-align: center;"><b>CUSTOMER SERVICE AGENT</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to set prices of products and experiences.</li> <li>2. Delivers ordered items to customers, if necessary.</li> <li>3. Sets up the Point of Sale (POS) System</li> <li>4. Greets customers &amp; assists them with sales.</li> <li>5. Accepts payment for purchased items.</li> </ol>
<p style="text-align: center;"><b>LAB TECHNICIAN</b></p> <ol style="list-style-type: none"> <li>1. Works with Scientist and Production Operator to create high quality products for sale.</li> <li>2. Sets up materials for experiments.</li> <li>3. Conducts experiments by engaging in scientific process.</li> <li>4. Follows safety guidelines and must achieve planned production rates.</li> <li>5. Ensures quality products are being made for customers.</li> <li>6. Assists customers with sales as needed.</li> </ol>	<p style="text-align: center;"><b>PRODUCTION OPERATOR</b></p> <ol style="list-style-type: none"> <li>1. Works with Lab Technician and Scientist to create high quality products for sale.</li> <li>2. Uses measuring tools to compare and chooses best packaging for each product sold.</li> <li>3. Uses label maker to label products for sale.</li> <li>4. Follows safety guidelines and must achieve planned production rates.</li> <li>5. Assists customers with sales as needed.</li> </ol>

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Prepares and gives speech at Town Meeting.</li> <li>3. Signs Rental Agreement for business space.</li> <li>4. Supervises employees and oversees business operations.</li> <li>5. Signs all business payroll and expense checks.</li> <li>6. Writes editorial, and reads it on air.</li> <li>7. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>AD EXECUTIVE</b></p> <ol style="list-style-type: none"> <li>1. Sets up and learns the Point of Sale System (POS).</li> <li>2. Collects the Radio Ads from each JA BizTown business.</li> <li>3. Reviews and edits the Radio Ads, then forwards them to the DJ to read.</li> <li>4. Sends online invoice to businesses</li> <li>5. Sells requests, shout outs, and retail items to JA BizTown citizens.</li> </ol>	<p style="text-align: center;"><b>MUSIC PRODUCER</b></p> <ol style="list-style-type: none"> <li>1. Learns how to use Garage Band.</li> <li>2. Mix and record a music advertisement for each business.</li> <li>3. Transfers ads to the Sound Engineers playlist.</li> <li>4. Assists the Sound Engineer with their duties when needed.</li> </ol>
<p style="text-align: center;"><b>REPORTER</b></p> <ol style="list-style-type: none"> <li>1. Interviews citizens for news stories.</li> <li>2. Writes news stories utilizing Reporter Guidelines.</li> <li>3. Reads news stories on-air throughout the day.</li> <li>4. Works in close partnership with the DJ.</li> <li>5. Forwards news flashes and articles to CEO for review/approval.</li> </ol>	<p style="text-align: center;"><b>DJ/SOUND ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Learns to operate the sound equipment.</li> <li>2. Selects music for airtime.</li> <li>3. Completes scheduling of on-air play list and advertisements.</li> <li>4. Clearly reads news items, advertisements, announcements, and weather over the JA BizTown airwaves.</li> </ol>



<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Signs Rental Agreement for business space.</li> <li>3. Supervises employees and oversees business operations.</li> <li>4. Signs all business payroll and expense checks.</li> <li>5. Works with the Superintendent to plan the Safety Meeting.</li> <li>6. Prepares and gives speech at Opening Town Meeting.</li> <li>7. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>SUPERINTENDENT</b></p> <ol style="list-style-type: none"> <li>1. Reads and reviews descriptions of products to be produced.</li> <li>2. Clearly communicates all building steps.</li> <li>3. Updates daily construction log.</li> <li>4. Leads a Safety Meeting with the CEO.</li> <li>5. Inspects project sites to monitor progress and safety.</li> <li>6. Paces work to meet production goals.</li> </ol>	<p style="text-align: center;"><b>PROJECT MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Ensures all projects run smoothly.</li> <li>2. Prepares billing for JA Staff for projects completed.</li> <li>3. Supervises Superintendent and Tradesperson and assists with construction projects.</li> <li>4. Notifies JA BizTown staff when projects are completed.</li> </ol>
<p style="text-align: center;"><b>TRADESPERSON</b></p> <ol style="list-style-type: none"> <li>1. Build projects as efficiently as possible without getting injured.</li> <li>2. Organize and set up a safe job site.</li> <li>3. Monitor and follow safety protocols at the job site.</li> <li>4. Follow building instructions and plans carefully.</li> <li>5. Produce quality projects.</li> </ol>	<p style="text-align: center;"><b>WIND ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Researches alternative energy sources and creates models.</li> <li>2. Complete Wind Energy Project.</li> <li>3. Analyze cost effectiveness of wind energy turbines.</li> <li>4. Work with the City Hall Sustainability Director to create a list of ways citizens can conserve energy.</li> </ol>



## **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 Executive Director 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 JA BizTown businesses for philanthropy donation.
2. Works with the Philanthropy team to select a non-profit to support.
3. Researches 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 Philanthropy team to select a non-profit to support.
2. Sets up an attractive display area to promote non-profit.
3. Collects philanthropy donations from individuals and gives them to CFO.
4. Reports total citizen donations to the Executive Director for the Closing Town Meeting.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Signs Rental Agreement for business space.</li> <li>3. Supervises employees and oversees business operations.</li> <li>4. Signs all business payroll and expense checks.</li> <li>5. Prepares and gives speech at Town Meeting.</li> <li>6. Works with employees to determine pricing of products.</li> <li>7. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>WATER QUALITY ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Learns how our water is treated to make it safe for drinking.</li> <li>2. Collects and tests the different sources of water in JA BizTown and their community for contaminants.</li> <li>3. Analyzes results and makes recommendations about treatment.</li> <li>4. Educates citizens about conserving water with a Quiz Game.</li> </ol>	<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to set prices of products.</li> <li>2. Sets up the Point of Sale System (POS).</li> <li>3. Greets customers &amp; accepts sales using the POS.</li> <li>4. Educates citizens about conserving water with a Quiz Game.</li> <li>5. Assists customers with Water Quiz Game and prizes.</li> </ol>
<p style="text-align: center;"><b>RESEARCH AND DEVELOPMENT ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Learns about the Global Water Crisis.</li> <li>2. Designs and builds a water filtration system with materials provided for a needed community.</li> <li>3. Analyzes the results and makes a recommendation on how to create the best filter.</li> </ol>	

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Signs Rental Agreement for business space.</li> <li>3. Supervises employees and oversees business operations.</li> <li>4. Signs all business payroll and expense checks.</li> <li>5. Prepares and gives speech at Town Meeting.</li> <li>6. Works with employees to determine pricing of products.</li> <li>7. Assists with all business duties when employees are on break.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs and submits business loan to the bank.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Signs payroll checks if CEO is not available.</li> <li>5. Pays online bills sent to business.</li> <li>6. Keeps all records of business expenses and payment.</li> <li>7. Makes business deposits to Bank.</li> </ol>
<p style="text-align: center;"><b>POWERTRAIN DESIGN ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Designs, builds and tests a model of an alternative energy vehicle.</li> <li>2. Completes project and makes recommendation to CEO.</li> <li>3. Assist with customer sales when needed.</li> </ol>	<p style="text-align: center;"><b>PRODUCTION MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to set prices of products.</li> <li>2. Sets up the Point of Sale system (POS).</li> <li>3. Assembles products for retail sales with manufacturing equipment, including a Button Machine.</li> <li>4. Creates an attractive display area for sale products.</li> <li>5. Greets customers and accepts sales.</li> </ol>
<p style="text-align: center;"><b>VEHICLE DESIGN SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Uses Polaris Vehicle Explorer software to design specialized vehicles for other businesses.</li> <li>2. Invoices JA BizTown Staff for projects.</li> <li>3. Assists customers with designing their vehicle.</li> <li>4. Assists with sales and product assembly as needed.</li> </ol>	

# Taylor Communications

Brand Marketing Center



JA BizTown®

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Obtains bank loan.</li><li>2. Supervises employees and oversees business operation and sales.</li><li>3. Works with employees to determine prices for products.</li><li>4. Signs Rental Agreement for business space.</li><li>5. Prepares and gives speech at a Town Meeting.</li><li>6. Assists with all business duties when employees are on break.</li><li>7. Reviews and signs payroll and business expenses.</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs and submits business loan to the bank.</li><li>2. Inputs employee payroll information.</li><li>3. Prints and distributes employee payroll checks.</li><li>4. Signs payroll checks if CEO is not available.</li><li>5. Pays online bills sent to business.</li><li>6. Keeps all records of business expenses and payment.</li><li>7. Makes business deposits to Bank.</li></ol>
<p style="text-align: center;"><b>SALES REPRESENTATIVE</b></p> <ol style="list-style-type: none"><li>1. Develops business sales goals and plan.</li><li>2. Works with the Director of Product Development to determine retail pricing per item</li><li>3. Collects marketing plan worksheet from each business and provides info to the Graphic Designer for completion.</li><li>4. Sells and send invoice to each JA BizTown business for marketing service.</li><li>5. Creates customer receipts and provides them to the Head of Production and Fulfillment.</li></ol>	<p style="text-align: center;"><b>GRAPHIC DESIGNER</b></p> <ol style="list-style-type: none"><li>1. Review the products, pricing and chosen marketing items with the Sales Rep.</li><li>2. Customize the marketing items and supply the files to the Head of Production and Fulfillment.</li><li>3. Review design specs and purchase orders provided by the Sales Rep.</li><li>4. Customize the product supply orders and supply the files to the Head of Production and fulfillment.</li></ol>
<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"><li>1. Reviews and chooses products to sell.</li><li>2. Creates product samples and display.</li><li>3. Documents material, manufacturing, packaging and delivery costs.</li><li>4. Works with the Sales Rep to determine the retail pricing per item.</li><li>5. Learns how to operate the sales computer to accept sales.</li><li>6. Supervises product production process and approves final products before fulfillment.</li><li>7. Greets customers and assists with sales.</li></ol>	<p style="text-align: center;"><b>HEAD OF PRODUCTION &amp; FULFILLMENT</b></p> <ol style="list-style-type: none"><li>1. Review the design files of the chosen marketing product with the Graphic Designer.</li><li>2. Produce and deliver marketing products to businesses.</li><li>3. Assist creating retail items and fulfilling orders.</li><li>4. Assist with customer sales as needed.</li></ol>

# UnitedHealthcare Optum

Wellness Center



JA BizTown®

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Obtains bank loan.</li><li>2. Signs Rental Agreement for business space.</li><li>3. Signs all business payroll and expense checks.</li><li>4. Makes business operational decisions.</li><li>5. Prepares and gives speech at the Opening Town Meeting.</li><li>6. Assists with all business duties when employees are on break.</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs and submits business loan to the bank.</li><li>2. Inputs employee payroll information.</li><li>3. Prints and distributes employee payroll checks.</li><li>4. Signs payroll checks if CEO is not available.</li><li>5. Pays online bills sent to business.</li><li>6. Keeps all records of business expenses and payment.</li><li>7. Makes business deposits to Bank.</li></ol>
<p style="text-align: center;"><b>HEALTH CARE MANAGER</b></p> <ol style="list-style-type: none"><li>1. Distributes health vouchers to CEOs of businesses as they arrive.</li><li>2. Assists patients in wellness screening.</li><li>3. Distributes insurance card to patients.</li><li>4. Conducts a Health Survey of JA BizTown citizens.</li><li>5. Educates citizens of healthy lifestyle choices by writing a Public Service Announcement.</li><li>6. Assists customers with sales and accepts payments.</li><li>7. Forwards collected payments to CFO for deposit.</li></ol>	<p style="text-align: center;"><b>BIOMEDICAL ENGINEER</b></p> <ol style="list-style-type: none"><li>1. Generate health related questions and plan experiments and investigations.</li><li>2. Conduct and report results of investigations by following Scientific Method.</li><li>3. Work with Health Care Managers in assisting customers</li><li>4. Work with JA BizTown staff for billing and payment of research investigations.</li><li>5. Forwards collected payments to CFO for deposit.</li></ol>

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

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





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