

JA BizTown® Jobs

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

JA BizTown Staffing Model

page 1

The teacher will use this Staffing Model to identify the appropriate number of students who can be assigned daily to an individual business. This staffing information is necessary to assign student jobs following the job application process.

JA BizTown Job Descriptions

page 6

The job descriptions are organized by business and are referenced in the curriculum to introduce students and teachers to the jobs available within each business. Students should have access to the job descriptions and the classified ads prior to beginning the job application process and procedures (for example, copy and post job descriptions and ads on the bulletin board or another classroom display). Teachers may find the descriptions helpful when assigning students to specific jobs.

JA BizTown Employment Letter

page 23

The teacher may choose to use this document to inform students of their job assignments.

JA BizTown Student Job Assignments

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The teacher will use this document to record the names of student participants and their individual JA BizTown job assignments.

JA BizTown Classified Ads

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The classified ads provide students the opportunity to see what jobs are available at JA BizTown. Students should have access to the classified ads prior to applying for jobs.

Note to teachers: JA Staff can provide electronic files of all templates in this section for easier use and customization.



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JA BizTown® Jobs

Staffing Model

Directions: The JA of New Jersey staff will inform you of the businesses assigned to your school/class.

Each student must be assigned to a business and a position. To do this:

- Locate your group size among the three categories found at the top of the model and only assign the number of positions indicated in this category's column.
- If your total student number requires you to go to the next group size (column), JA staff will instruct you on how to distribute your remaining students throughout various JA BizTown businesses.
- Contact a JA BizTown program staff person to request further guidance.
- **Note: Place only one CEO and one CFO per business.**

Small 77	Medium 109	Large 155	Business Name and Position	Salary	Range of Student Numbers
			Wells Fargo		6 minimum – 10 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
2	3	5	Teller	\$8.00	
1	1	2	Financial Manager	\$8.00	
1	2	2	Savings Officer	\$8.00	
1	1	1	Account Representative	\$8.00	
			BizBee News		5 minimum – 8 maximum
1	1	1	CEO/Editor	\$9.00	
1	1	1	CFO	\$8.50	
1	2	2	Reporter/ Meteorologist	\$8.00	
1	2	3	Ad Executive	\$8.00	
1	1	2	Photographer	\$8.00	
			BiZNJ Radio		4 minimum – 7 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	1	2	Ad Executive	\$8.00	
0	1	2	Reporter	\$8.00	
1	2	2	DJ/Sound Engineer	\$8.00	
			City Hall		7 minimum–10 maximum
1	1	2	Mayor	\$9.00	
1	1	2	Town Treasurer	\$8.50	
1	1	3	District Attorney	\$8.00	
0	1	2	City Councilmember	\$8.00	
1	1	2	Emergency Management Director	\$8.00	
1	1	2	Real Estate Agent	\$8.00	



Small 77	Medium 109	Large 155	Business Name and Position	Salary	Range of Student Numbers
1	1	2	IRS Agent	\$8.00	
1	1	3	Police Officer	\$8.00	
0	1	1	Elections Commissioner	\$8.00	
0	1	1	Sustainability Director	\$8.00	
			Community Assistance Center		5 minimum – 7 maximum
1	1	1	Nonprofit Director	\$9.00	
1	1	1	CFO	\$8.50	
1	1	2	Grant Manager	\$8.00	
1	1	2	Sales Manager	\$8.00	
1	1	2	Fundraiser	\$8.00	
0	1	2	Events Manager	\$8.00	
0	1	2	Volunteer Coordinator	\$8.00	
			UPS		4 minimum – 6 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	2	2	Sales Manager	\$8.00	
1	2	3	Carrier	\$8.00	
0	1	2	Stock Manager	\$8.00	
			Chick-fil-a		4 minimum – 8 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	2	2	Store Manager	\$8.00	
1	3	4	Team Member	\$8.00	
0	1	2	Food Manager	\$8.00	
0	1	2	Marketing Manager	\$8.00	
0	1	2	Beverage Manager	\$8.00	
			Investors Bank		6 minimum – 10 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
2	3	5	Teller	\$8.00	
1	1	2	Financial Manager	\$8.00	
1	2	2	Savings Officer	\$8.00	
1	1	1	Accounts Representative	\$8.00	



Small 77	Medium 109	Large 155	Business Name and Position	Salary	Range of Student Numbers
			Quest Diagnostics		4 minimum – 10 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	2	2	Community Wellness Dir.	\$8.00	
1	2	4	Medical Technologist	\$8.00	
1	2	2	Community Wellness Rep.	\$8.00	
1	2	2	Population Health Analyst	\$8.00	
			MetLife Financial Services		5 minimum – 6 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	1	2	Asset Manager	\$8.00	
1	1	2	Claims Adjuster	\$8.00	
1	1	2	Customer Service Rep.	\$8.00	
1	1	2	Marketing Executive	\$8.00	
			Maser Consulting		4 minimum – 6 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	1	2	Project Manager	\$8.00	
1	2	2	Surveyor	\$8.00	
1	1	2	Landscape Architect	\$8.00	
			U-Design-It		7 minimum – 8 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	1	2	Sales Manager	\$8.00	
1	1	2	Designer	\$8.00	
1	1	2	Graphic Designer	\$8.00	
1	1	1	Customer Service Specialist	\$8.00	



Small 77	Medium 109	Large 155	Business Name and Position	Salary	Range of Student Numbers
			Phillips 66		4 minimum – 6 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	2	2	Logistics Engineer	\$8.00	
1	2	3	Refining Engineer	\$8.00	
0	1	2	Energy Educator	\$8.00	
			Horizon Wellness Center		4 minimum – 6 maximum
1	1	1	CEO	\$9.00	
1	1	1	CFO	\$8.50	
1	2	2	Health Care Manager	\$8.00	
1	2	3	Health Care Technician	\$8.00	
1	1	2	Receptionist	\$8.00	
1	1	2	Fitness Specialist	\$8.00	
1	1	2	Nutritionist	\$8.00	



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Wells Fargo

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Reviews specified loan applications and accepts all correct ones 2. Signs all payroll checks. 3. Signs Lease Agreement for business space. 4. Collects and records business deposits. 5. Supervises employees and business operations. 6. Prepares and gives a speech at the Closing Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Pays all business bills 4. Signs business checks if CEO is unavailable. 5. Assists with other business duties (time permitting) when other employees are on break.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal credit union accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses to customers a maximum of \$2 cash per pay period. 4. Enters customers' personal account transactions into the credit union computer system. 5. Assists Financial Manager when necessary. 6. Counts and reports total amount of cash in cash drawer at end of day. 	<p style="text-align: center;">FINANCIAL MANAGER</p> <ol style="list-style-type: none"> 1. Distributes cash to tellers. 2. Completes the Bank Charter 3. Delivers deposit bags to all businesses throughout the day or when necessary. 4. Files business checks and all paperwork given to him/her by the CEO.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none"> 1. Visits each JA BizTown business to record the number of employees in each business. 2. Greets customers as they come to open personal savings accounts. 3. Visits businesses to open personal savings accounts of those citizens who did not open one during their break. 4. Gives each customer a Certificate of Savings to indicate that a deposit to savings has been made. 5. Prepares savings report to be given at the Closing Town Meeting. 	<p style="text-align: center;">ACCOUNT REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Distribute debit cards. 2. Create posters to distribute to customers who opened up a savings account. 3. Assists with business operations throughout the day.



Investors Bank

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Reviews specified loan applications and accepts all correct ones 2. Signs all payroll checks. 3. Signs Lease Agreement for business space. 4. Collects and records business deposits. 5. Supervises employees and business operations. 6. Prepares and gives a speech at the Closing Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Pays all business bills 4. Signs business checks if CEO is unavailable. 5. Assists with other business duties (time permitting) when other employees are on break.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal bank accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses to customers a maximum of \$2 cash per pay period. 4. Enters customers' personal account transactions into the bank computer system. 5. Assists Financial Manager when necessary. 6. Counts and reports total amount of cash in cash drawer at end of day. 	<p style="text-align: center;">FINANCIAL MANAGER</p> <ol style="list-style-type: none"> 1. Distributes cash to tellers. 2. Completes the Bank Charter 3. Delivers deposit bags to all businesses throughout the day or when necessary. 4. Files business checks and all paperwork given to him/her by the CEO.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none"> 1. Visits each JA BizTown business to record the number of employees in each business. 2. Greets customers as they come to open personal savings accounts. 3. Visits businesses to open personal savings accounts of those citizens who did not open one during their break. 4. Gives each customer a Certificate of Savings to indicate that a deposit to savings has been made. 5. Prepares savings report to be given at the Closing Town Meeting. 	<p style="text-align: center;">ACCOUNT REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Distribute debit cards. 2. Create posters to distribute to customers who opened up a savings account. 3. Assists with business operations throughout the day.



BizBee News

Job Descriptions

<p style="text-align: center;">CEO/EDITOR</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Prepares and gives speech at Opening Town Meeting. 4. Assists with all business duties when employees are on break. 5. Finalizes layout of the advertisements, articles, surveys, etc. for each page of the newspaper. 6. Assures that the newspaper is completed and ready to sell at correct break time. 7. Types responses to "Letters to the Editor" if applicable. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at a bank. 6. Pays off business loan 7. Signs business checks if CEO is unavailable. 8. Assists other BizBee news employees with collating and selling the newspaper if other tasks are completed.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects advertisements from each JA BizTown business. 2. Types and designs business advertisements on the computer. 3. Sends businesses a bill for their newspaper ad. 4. Assists other BizBee news employees with collating and selling of the newspaper. 	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Photographs JA BizTown officials and events. 2. Visits each business and photographs all employees. 3. Sells BizBee Newspaper subscriptions. 4. Returns camera to JA staff to upload photos 5. Assists other BizBee news employees with collating and selling of the newspaper.
<p style="text-align: center;">REPORTER/METEOROLOGIST</p> <ol style="list-style-type: none"> 1. Conducts interviews and surveys to be published in the newspaper. 2. Writes news articles and stories. 3. Types written copy into newspaper template for publication. 4. Writes weather report for BizBee News and BiZNJ Radio. 	



Maser Consulting

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Makes business operational decisions. 4. Prepares and gives speech at the Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Works with employees to determine prices of products. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business deposits at the bank. 5. Pays off business loan. 6. Signs business checks if CEO is unavailable.
<p style="text-align: center;">PROJECT MANAGER</p> <ol style="list-style-type: none"> 1. Prepare Maser Consulting Project Contract for various businesses. 2. Work with Landscape Architect to sell different business plans to businesses. 3. Evaluate the work of the Landscape Architect once completed using the Maser Consulting Project Evaluation Sheet. 4. Collect maps with completed measurements from Surveyor at end of the day. 	<p style="text-align: center;">LANDSCAPE ARCHITECT</p> <ol style="list-style-type: none"> 1. Check inventory and brainstorm business plans. 2. Work with Project Managers to sell different business plans to businesses. 3. Once Maser Consulting Project Contract is completed and signed, begin working on the project. 4. Once completed, notify the Project Manager to get your work evaluated.
<p style="text-align: center;">SURVEYOR</p> <ol style="list-style-type: none"> 1. Read through ADA compliance guide. 2. Brainstorm and write a script to talk to CEOs of business who you believe are not ADA compliant. 3. Once BizTown is open, go to each business and determine whether the business is ADA compliant. 4. Work with Sustainability Director from City Hall and get measurements of JA BizTown using a surveying tool. This will be used by Maser Consulting's Project Manager and Landscape Architect for future client projects. 	



BiZNJ Radio

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Learns to operate sound equipment. 3. Substitutes for the DJ when he/she is on break (if necessary). 4. Supervises employees and oversees all business operations. 5. Signs all business payroll checks. 6. Writes an editorial and reads it on the air during the day. 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. Applies for a business loan 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Signs business checks if CEO is unavailable.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects Ads from each JA BizTown business. 2. Reviews and edits Ads to be read on the air. 3. Forwards Ads to the DJ for scheduling and reading. 4. Sends a bill to all businesses for their radio ad. 5. Accepts song requests and shout-outs and enters purchases in the POS computer. 6. Gives song requests to the DJ to be read. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Interviews JA BizTown citizens for news stories. 2. Writes news stories using the reporter guidelines. 3. Forwards news articles to CEO for review and approval. 4. Forwards approved news stories to DJ to be read on air. 5. Works in close partnership with the Ad Executive, assisting as needed. 6. Accepts song requests and shout-outs and enters purchases in the POS computer. Gives song requests to the DJ to be read.
<p style="text-align: center;">DJ/SOUND ENGINEER</p> <ol style="list-style-type: none"> 1. Learns to operate sound equipment. 2. Selects music for airtime. 3. Completes scheduling of on-air Broadcast Log. 4. Receives all song requests and shout-outs and plays the requests on the air. 5. Presents clearly and slowly all news items, Ads, announcements, weather and the day's schedule when on the air. 	



Quest Diagnostics

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Supervises employees and oversees all business operations. 3. Signs all business payroll checks. 4. Prepares and gives speech at the Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Speak to other businesses about Quest. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Pays off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">COMMUNITY HEALTH DIRECTOR</p> <ol style="list-style-type: none"> 1. Teach other businesses about how they can lead healthy lives. 2. Speak to customers about wellness and encourage them to fill out a wellness survey for a chance to win a prize at the end of the day. 3. Speak to customers about heart health and the effects stress can have on your body. 4. Assist customers who would like to purchase retail items. 	<p style="text-align: center;">MEDICAL TECHNOLOGIST</p> <ol style="list-style-type: none"> 1. Use a microscope to look at samples and help citizens who are suffering from illnesses. 2. Work with the Horizon Wellness Center to help sick citizens become healthy. 3. Confidentially share test results with customers. 4. Assist with product sales and making stress balls as needed.
<p style="text-align: center;">POPULATION HEALTH ANALYST</p> <ol style="list-style-type: none"> 1. Analyze and research wellness within BizTown. 2. Will review survey responses and identify the “Healthiest Biztown Business” or person. 3. They will point out other common factors (Average number of hours being active by the class, most common food eaten). 	



City Hall

Job Descriptions

<p style="text-align: center;">MAYOR</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Oversees all City Hall operations. 3. Signs all City Hall payroll checks. 4. Prepares and gives speeches at Town Meetings. 5. Collects the JA BizTown census and posts it in City Hall 6. Supervises JA BizTown voting. 7. Coordinates citizen and business recognition process and reports results at Town Meetings. 8. Signs off on the City Councilmember's law. 	<p style="text-align: center;">TOWN TREASURER</p> <ol style="list-style-type: none"> 1. Applies for a business loan 2. Inputs City Hall employee payroll information. 3. Prints and distributes City Hall employee payroll checks. 4. Makes City Hall deposits at the bank. 5. Pays off business loan. 6. Signs City Hall checks if Mayor is unavailable. 7. Assists with management of JA BizTown voting if necessary.
<p style="text-align: center;">CITY COUNCILMEMBER</p> <ol style="list-style-type: none"> 1. Prepares a speech for the Opening Town Meeting. 2. Creates a new law. 3. Walks around JA BizTown to speak to citizens and get their signatures in support of the new law. 4. Writes a short Radio ad about their law. 5. Assists colleagues with anything they may need help with. 	<p style="text-align: center;">DISTRICT ATTORNEY</p> <ol style="list-style-type: none"> 1. Verifies 501(c)3 status of JA BizTown "not for profit" business. 2. Hears any contested tickets from citizens and decides how to settle. 3. Reviews all documents that are sent from businesses throughout the day.
<p style="text-align: center;">REAL ESTATE AGENT</p> <ol style="list-style-type: none"> 1. Prepares a Lease Agreement for each business. 2. Collects and stores the "For Lease" signs. 3. Goes to each business and has the CEO sign their Lease Agreement. 4. Completes a Property Appraisal for each JA BizTown business. 5. Collects business lease payments. 	<p style="text-align: center;">EMERGENCY MANAGEMENT DIRECTOR</p> <ol style="list-style-type: none"> 1. Oversees safe operation of JA BizTown and monitors regularly to verify safety requirements are being met. 2. Delivers safety equipment to businesses that require it. 3. Prepares and delivers Emergency Exit procedures to each JA BizTown business. 4. Performs a Safety Audit on select businesses.



City Hall (cont.)

<p style="text-align: center;">IRS AGENT</p> <ol style="list-style-type: none"> 1. Prepares and sends business property tax bills. 2. Collects property taxes. 	<p style="text-align: center;">POLICE OFFICER</p> <ol style="list-style-type: none"> 1. Creates laws that BizTown citizens must follow 2. Enforces laws by giving warnings and tickets 3. Brings any contested tickets to the District Attorney for judgement
<p style="text-align: center;">ELECTION COMISSIONER</p> <ol style="list-style-type: none"> 1. Sets up the voting booth. 2. Create posters on the importance of voting. 3. Write a speech to read to each business on why they should vote. 4. Work with Mayor to get voting results at end of the day. 	<p style="text-align: center;">SUSTAINABILITY DIRECTOR</p> <ol style="list-style-type: none"> 1. Prepare surveying tool for when Maser Consulting's Surveyor comes by. 2. Read through the following: ADA Compliance Knowledge Guide and Recycling by the Numbers. 3. Create a 5 minute speech on the importance of recycling. 4. Using your 5 minute speech, visit each business and have a conversation about recycling. 5. Work with the Surveyor to complete the measurements on the map.



Chick-fil-A

Job Descriptions

CEO	CFO
<ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Makes business operational decisions. 4. Prepares and gives speech at Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Works with employees to determine pricing of food, drink and any special promotions if directed to do so by the JA BizTown staff. 	<ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Pay off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">TEAM MEMBER</p> <ol style="list-style-type: none"> 1. Sets up equipment and organizes food items for sale. 2. Educates customers on the importance of drinking water 3. Assists to keep equipment and work area clean. 4. Takes customer orders, receives payment and delivers food/beverage items to customers. 5. Informs customers about the Using Nutrition Guides. 6. Counts collected cash payments and forwards to CFO for deposit. 	<p style="text-align: center;">STORE MANAGER</p> <ol style="list-style-type: none"> 1. Assists Food Manager to set up the sales area in preparation for customers. 2. Works with Food Manager to keep equipment and serving areas clean throughout the day. 3. Prepares (sets up chairs, tables, etc.) lunch area if necessary. 4. During lunchtime, monitors eating area for clean and safe conditions (no slick areas where falls might occur, for example). 5. Uses available cleaning products to clean up spills and other occurrences that affect safety. 6. Notifies volunteer and JA Staff members of any spills and/or safety issues that may develop in the dining area.
<p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Get box of chips from JA Staff at the beginning of the day. 2. Work with team to set prices of chips. 3. If chips run out, go to JA Staff to ask for more (only after lunch). 4. Assist customers with transactions throughout the day. 	<p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Get case of water from JA Staff at the beginning of the day. 2. Work with team to set prices of bottled water. 3. If water runs out, go to JA Staff to ask for more (only after lunch). 4. Assist customers with transactions throughout the day.



Community Assistance Center

Job Descriptions

NONPROFIT DIRECTOR

1. Obtains the population count from the Mayor in City Hall.
2. Signs Lease Agreement for business space.
3. Signs all business payroll checks.
4. Assists Sales Manager in setting prices for items to be sold.
5. Sets the daily fundraising goal based on today's student population.
6. Works with the Grant Manager to select a worthwhile community project to support.
7. Reports total citizen philanthropic giving at the Closing Town Meeting.

CFO

1. Applies for a business loan.
2. Inputs employee payroll information.
3. Prints and distributes employee payroll checks.
4. Sends bills to every business for philanthropy.
5. Pays all business bills.
6. Makes business deposits at the bank.
7. Pays off business loan.
8. Signs business checks if CEO is unavailable.

GRANT MANAGER

1. Works with the team to select a worthwhile community project to be supported with grant funds.
2. Delivers a nonprofit donation container to each business and collects the Philanthropy Pledge Sheet.
3. Assists Sales Manager to set prices for items to be sold.
4. Collects individual donation containers at end of day and totals the amount collected. (The Non-Profit Director will need this amount to include in the Closing Town Meeting speech.)
5. Assists Sales Manager with retail sales and accepts payments if necessary

SALES MANAGER

1. Works with Nonprofit Director and Grant Manager to set prices for products to be sold.
2. Tags all items to be sold.
3. Prepares product displays.
4. Assists customers with purchases and accepts payments.
5. Forwards collected payment checks to CFO for deposit.

**EVENTS MANAGER**

1. Create an event for the non-profit of choice.
2. Work with Volunteer Coordinator to figure out the logistics of the community service event.
3. Create posters to raise awareness and let citizens know about this event.
4. Host the event sometime during the day.

VOLUNTEER COORDINATOR

1. Create an event for the non-profit of choice.
2. Work with Events Manager to figure out the logistics of the community service event.
3. Create posters to raise awareness and get citizens to sign up to volunteer.
4. Manager volunteer sign ups and ensure that the volunteers are having a good time.
5. Host the event sometime during the day.

FUNDRAISER

1. Meets with team to determine fundraising goal.
2. Visits each business with Grant Manager to educate citizens on the importance of donating.
3. Encourages businesses to solicit individual donations.
4. Creates marketing materials to increase awareness on the selected community project.



U-Design-It

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Make business operational decisions. 4. Prepares and gives speech at the Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Works with employees to determine prices of products. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Pays off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Prepares sales area with product display. 3. Greets customers, assists them with sales, and accepts payment checks for sale of products. 4. Forwards payment checks to CFO for deposit. 5. Assists in preparing posters and fliers for product advertising. 	<p style="text-align: center;">Graphic Designer</p> <ol style="list-style-type: none"> 1. Speak to businesses about what advertisements they would like. 2. Create custom business signs for businesses. 3. Assist Sales Manager with selling retail items.
<p style="text-align: center;">CUSTOMER SERVICE SPECIALIST</p> <ol style="list-style-type: none"> 1. Meets with business CEOs to determine what type of marketing materials they would like to purchase. 2. Works with the Designer and Graphic Designer to produce business signs using the businesses slogan or catch phrase. 3. Delivers products to CEOs and checks with them on satisfaction. 4. Assists Sales Manager in greeting customers and assisting with sales. 	<p style="text-align: center;">DESIGNER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Create and sell business cards to customers. 3. Maintain the display of retail items so customers are drawn to your business. 4. Help your colleagues with any additional responsibilities.



MetLife Financial Services

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares and gives speech at the Opening Town Meeting. 2. Signs Lease Agreement for business space. 3. Signs all business payroll checks. 4. Works closely with the Customer Service Representative to learn his/her job; fills in for the Customer Service Representative when he/she is on break. 5. Holds a drawing (assisted by the Customer Service Representative) at the Closing Town Meeting allowing one lucky winner to win a special prize. 6. Supervises employees and business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Pays off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">CLAIMS ADJUSTER</p> <ol style="list-style-type: none"> 1. Prepares and delivers an Employee Disability Plan Enrollment Form to each business CEO. 2. Reviews and approves/disapproves property Insurance Claim Forms. 3. Determines the amount of settlement due for approved property claims. 4. Prepares and mails all Claim Settlement Letters. 	<p style="text-align: center;">ASSET MANAGER</p> <ol style="list-style-type: none"> 1. Visits each JA BizTown business to assess the value of the business's contents. 2. Prepares and delivers Property Insurance Policies to all businesses. 3. Collects payments from each business for employee disability plans and property insurance. 4. Forwards all collected payments to CFO for deposit.
<p style="text-align: center;">CUSTOMER SERVICE REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Answers questions (for all JA BizTown citizens who visit during the day) regarding types of insurance offered by MetLife Financial Services. 2. Facilitates the distribution of an Insurance Knowledge Survey to each JA BizTown citizen who visits MetLife. 3. Holds a drawing (assisted by the MetLife Financial Services CEO) at the Closing Town Meeting allowing one lucky winner to win a special prize. 4. Assists customers and accepts payment checks as they visit MetLife to purchase items. Forwards all customers' payment checks to the CFO for deposit into the bank. 	<p style="text-align: center;">MARKETING EXECUTIVE</p> <ol style="list-style-type: none"> 1. Create posters for the products that you will be selling. 2. Figure out ways to get citizens to complete the Insurance Knowledge Survey. 3. Assist the Customer Service Representative with processing transactions throughout the day.



UPS

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Prepares and gives a speech at the Opening Town Meeting. 4. Works with employees to determine prices of products to be sold. 5. Assists with all business duties when employees are on break. 6. Supervises employees and oversees all business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Sends all businesses a bill for supplies. 5. Pays all business bills. 6. Makes business deposits at the bank. 7. Pays off the business loan. 8. Signs business checks if CEO is unavailable.
<p style="text-align: center;">CARRIER</p> <ol style="list-style-type: none"> 1. Works with CEO & Sales Manager to set prices of products. 2. Delivers supply bins to businesses. 3. Delivers all business payroll checks. 4. Forwards collected payment checks to CFO for deposit. 5. Collects mail from the central postal box and each business. 6. Delivers processed mail to businesses and individuals in JA BizTown. 7. Assists Sales Manager (when available) to greet customers and sell 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. Assists customers with purchases and accepts payment checks. 3. Assists customers with stamp purchases and accepts payments. 4. Forwards all collected payment checks and cash to CFO for deposit.
<p style="text-align: center;">STOCK MANAGER</p> <ol style="list-style-type: none"> 1. Get all inventory for the morning of the day from JA Staff. This is all the retail items the entire JA BizTown will be using! 2. If businesses run out of stock, replenish their items. 3. Constantly make sure you have enough inventory at UPS. If you run out, go talk to JA Staff. 	



Phillips 66

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Make all business operational decisions. 4. Prepares and gives speech at Opening Town Meeting. 5. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills, 5. Makes business deposits at the bank. 6. Pays off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">LOGISTICS ENGINEER</p> <ol style="list-style-type: none"> 1. Reads all utility meters and records usage. 2. Sends all businesses a Utility Bill. 3. Makes sure all businesses have paid their Utility Bill. 	<p style="text-align: center;">REFINING ENGINEER</p> <ol style="list-style-type: none"> 1. Completes Permit Application 2. Delivers Diesel, Natural Gas, and Gasoline to all businesses to fulfil their energy needs. 3. Works with Logistics Engineer to ensure each JA BizTown business has the correct amount and type of energy.
<p style="text-align: center;">ENERGY EDUCATOR</p> <ol style="list-style-type: none"> 1. Read through the Bayway Refinery Activity Book. 2. Highlight any facts that stood out to you. 3. Create posters to educate JA BizTown citizens' different energy products Phillips 66 is providing to JA BizTown. 	



Horizon Wellness Center

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Set prices for any items which will be sold during the day. 4. Prepares and gives speech at the Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Supervises employees and oversees business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Sends all businesses a bill for healthcare. 5. Pays all business bills. 6. Makes business deposits at the bank. 7. Pays off business loan. 8. Signs business checks if CEO is unavailable.
<p style="text-align: center;">HEALTH CARE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Learns how to operate health care equipment. 2. Works with the CEO to set prices for any items which will be sold during the day. 3. Using the health equipment, assists citizens to complete their Health Assessment. 4. Gives completed Health Assessment Form to customers and collects their completed Health Assessment Survey before they leave. 5. Assists customers as they come in to purchase items. 6. Forwards all collected payments to CFO for deposit. 	<p style="text-align: center;">HEALTH CARE MANAGER</p> <ol style="list-style-type: none"> 1. Learns how to operate health care equipment. 2. Works with the CEO to set prices for any items which will be sold during the day. 3. Distributes to business CEOs Health Care Vouchers for all JA BizTown employees. 4. Greets citizens and accepts Health Care Vouchers as they “sign in” and send them to the Health Care Technician for their Health Assessment. 5. Assists customers as they come in to purchase items. 6. Forwards all payment checks to the CFO for deposit to the Credit Union.
<p style="text-align: center;">RECEPTIONIST</p> <ol style="list-style-type: none"> 1. Create sign-up sheets to promote the Fitness Specialist’s and Nutritionist’s events. 2. Greet customers as they come to Horizon. 	<p style="text-align: center;">FITNESS SPECIALIST</p> <ol style="list-style-type: none"> 1. Create fitness class for JA BizTown citizens. 2. Host fitness class.



3. Sign-up customers for classes hosted by the Fitness Specialist and Nutritionist.
4. Bring customers to their classes.

NUTRITIONIST

1. Create a nutrition lecture for JA BizTown citizens.
2. Host a nutrition lecture.
Note: the nutrition lecture will be based on information materials provided by JA BizTown.



Employment Letter

(Date)

Dear (Citizen name),

Thank you for applying for a job at JA BizTown. After reviewing your application which describes your strengths and skills, we are happy to offer you a position in

_____ as the _____.
(Business) (Position)

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

Please continue to learn about check writing, business costs and operations, and the many other economic concepts your teacher is introducing to you. Be sure you prepare all the necessary business paperwork before your visit to JA BizTown.

We appreciate your interest in JA BizTown and look forward to working with you soon.

Sincerely yours,

JA BizTown
Human Resources Department



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Student Assignments

Directions: Using the JA BizTown Staffing Model on pages 2-5 as a guide, identify your school's group size. Record the assigned student employee's name next to the business positions listed below. Keep in mind that you may not be assigning every job, depending on the group size you selected from the Staffing Model. (Assign students only to those positions marked with an "X" for your group size.)

Wells Fargo	S	M	L	Student Name
CEO	X	X	X	
CFO	X	X	X	
Teller #1	X	X	X	
Teller #2	X	X	X	
Teller #3		X	X	
Teller #4			X	
Teller #5			X	
Financial Manager #1	X	X	X	
Financial Manager #2			X	
Savings Officer #1	X	X	X	
Savings Officer #2		X	X	
Account Representative #1	X	X	X	
BizBee News	S	M	L	
CEO/Editor	X	X	X	
CFO	X	X	X	
Reporter/Meteorologist #1	X	X	X	
Reporter/Meteorologist #2		X	X	
Ad Executive #1	X	X	X	
Ad Executive #2		X	X	
Ad Executive #3			X	
Photographer #1	X	X	X	
Photographer #2			X	
BiZNJ Radio	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Ad Executive #1	X	X	X	
Ad Executive #2			X	
Reporter #1		X	X	
Reporter #2			X	
DJ/Sound Engineer #1	X	X	X	
DJ/Sound Engineer #2		X	X	



City Hall	S	M	L	Student Name
Mayor	X	X	X	
Mayor #2			X	
Town Treasurer	X	X	X	
Town Treasurer #2			X	
District Attorney #1	X	X	X	
District Attorney #2			X	
District Attorney #3			X	
City Councilmember		X	X	
City Councilmember #2			X	
Emergency Management Director #1	X	X	X	
Emergency Management Director #2			X	
Real Estate Agent	X	X	X	
Real Estate Agent #2			X	
IRS Agent	X	X	X	
IRS Agent #2			X	
Police Officer	X	X	X	
Police Officer #2			X	
Police Officer #3			X	
Election Commissioner #1	X	X	X	
Sustainability Director #1	X	X	X	
Community Assistance Center	S	M	L	
Nonprofit Director	X	X	X	
CFO	X	X	X	
Grant Manager #1	X	X	X	
Grant Manager #2			X	
Sales Manager #1	X	X	X	
Sales Manager #2			X	
Fundraiser	X	X	X	
Fundraiser #2			X	
Volunteer Coordinator #1		X		
Volunteer Coordinator #2		X	X	
Events Manager #1		X		
Events Manager #2		X	X	



UPS	S	M	L	Student Name
CEO	X	X	X	
CFO	X	X	X	
Carrier #1	X	X	X	
Carrier #2		X	X	
Sales Manager #1	X	X	X	
Sales Manager #2		X	X	
Stock Manager #1		X	X	
Stock Manager #2			X	
Chick-fil-A	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Team Member #1	X	X	X	
Team Member #2		X	X	
Team Member #3		X	X	
Team Member #4			X	
Store Manager #1	X	X	X	
Store Manager #2		X	X	
Food Manager #1		X		
Food Manager #2		X	X	
Beverage Manager #1		X		
Beverage Manager #2		X	X	
Marketing Manager #1		X		
Marketing Manager #2		X	X	



Investors Bank	S	M	L	Student Name
CEO	X	X	X	
CFO	X	X	X	
Teller #1	X	X	X	
Teller #2	X	X	X	
Teller #3		X	X	
Teller #4			X	
Financial Manager #1	X	X	X	
Financial Manager #2			X	
Savings Officer #1	X	X	X	
Savings Officer #2		X	X	
Account Representative #1	X	X	X	
Quest Diagnostics	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Community Health Director #1	X	X	X	
Community Health Director #2		X	X	
Medical Technologist #1	X	X	X	
Medical Technologist #2		X	X	
Medical Technologist #3			X	
Medical Technologist #4			X	
Population Health Analyst	X	X	X	
Population Health Analyst #2		X	X	
MetLife Financial Services	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Customer Service Rep. #1	X	X	X	
Customer Service Rep. #2			X	
Claims Adjuster	X	X	X	
Claims Adjuster #2			X	
Asset Manager	X	X	X	
Asset Manager #2			X	
Marketing Executive #1	X	X	X	
Marketing Executive #2			X	



Maser Consulting	S	M	L	Student Name
CEO	X	X	X	
CFO	X	X	X	
Project Manager #1	X	X	X	
Project Manager #2			X	
Surveyor #1	X	X	X	
Surveyor #2		X	X	
Landscape Architect #1	X	X	X	
Landscape Architect #2			X	
U-Design-It	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Sales Manager #1	X	X	X	
Sales Manager #2			X	
Graphic Designer #1	X	X	X	
Graphic Designer #2		X	X	
Designer #1	X	X	X	
Designer #2			X	
Customer Service Specialist	X	X	X	
Phillips 66	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Logistics Engineer #1	X	X	X	
Logistics Engineer #2		X	X	
Refining Engineer #1	X	X	X	
Refining Engineer #2		X	X	
Refining Engineer #3			X	
Energy Educator #1		X	X	
Energy Educator #2			X	



Horizon Wellness Center	S	M	L	
CEO	X	X	X	
CFO	X	X	X	
Health Care Manager #1	X	X	X	
Health Care Manager #2		X	X	
Health Care Technician #1	X	X	X	
Health Care Technician #2		X	X	
Health Care Technician #3			X	
Receptionist #1	X	X	X	
Receptionist #2			X	
Fitness Specialist #1	X	X	X	
Fitness Specialist #2			X	
Nutritionist #1	X	X	X	
Nutritionist #2			X	

JA BizTown News: Classified Ads

Note: Advertisements have been accepted on the promise that the jobs offered will be filled on the basis of merit and ability, without discrimination because of race, color, creed, sex, religion, or national origin, in compliance with federal, state, and local laws.

Wells Fargo

CEO: Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and be responsible for the Credit Union's money supply. Will speak at Town Hall meeting

CFO: A sharp mathematician is needed to handle numerous payroll and business transactions.

Teller: We are seeking candidates with a working knowledge of computers and the ability to work independently. Pleasant attitude toward the public is a requirement. Accuracy a must!

Financial Manager: This leadership position requires working well with others and using organizational skills to assist the CEO and tellers.

Savings Officer: Are you interested in helping JA BizTown citizens open their savings accounts? If so, this is the job for you. Will speak at Town Hall meeting. Apply today.

Account Representative: Do you have a knack for organization? If so, this job is for you! You will be organizing and distributing debit cards and assisting the bank with any other clerical tasks. Your skills are definitely needed in successful operations of Wells Fargo!

U-Design-It

CEO: Strong communication and leadership skills needed for this key leadership role in our business. Will speak at Town Hall meeting.

CFO: Organized person needed to process payroll checks and keep business records at a busy manufacturing location.

Sales Manager: Need someone responsible for product sales and communicating advertising to JA BizTown businesses and individual customers.

Graphics Designer: If you have good communication skills, and plenty of creativity, you might be the one we are looking for to meet with clients and design store front signs.

Designer: Use your creativity in a fun and fast-paced work environment. You will produce and personalize a variety of products for customers.

Customer Service Specialist: Need individual willing to walk to deliver products created by Designer and Graphic designer. People skills needed to assist with purchasing supplies. Apply today!

Community Assistance Center

Nonprofit Director: Responsibilities include fundraising for worthwhile community projects. High energy and confidence are traits we are looking for. Will speak at Town Hall meeting.

CFO: We are looking for someone who has good organizational skills and can handle both finances for our organization and donations from the community.

Grant Manager: We are looking for an outgoing person to manage our fundraising projects. If you have a passion for helping others, we want to talk to you today.

Sales Manager: If you are a team player and love to work with the public, this may be the job for you. This position requires daily interaction with customers and handling money.

Fundraiser: Like helping people? Join us by creating fundraisers and educate people on good causes.

Events Manager: We are looking for someone who is creative and enjoys hosting events. This job is for someone who loves coordinating and talking to people!

Volunteer Coordinator: Do you love volunteering and getting people to volunteer? If so, this job is for you. Sign up today.

MetLife Financial Services

CEO: Individual needed to keep our new office running efficiently. Supervisory experience is preferred. Will speak at Town Hall meeting.

CFO: Looking for an individual who can multi-task. Payroll, paying business expenses, and billing are among the responsibilities of the CFO.

Asset Manager: If you enjoy helping people, we need you. Work with customers as they learn about investing for their future.

Claims Adjuster: We are seeking an organized and hardworking person to process business insurance policies and investigate claims. Apply today.

Customer Service

Representative: We are looking for someone who enjoys talking to customers and likes selling products. If this sounds like you, we would love to have you.

Marketing Executive: Do you like creating posters and being creative? There is a job for you here at MetLife. We are looking for someone to assist the Customer Service Representative in promoting products!

City Hall

Mayor: Successful candidate will possess a professional attitude and a desire to work with the public. Effective writing and public speaking skills are necessary. Responsibilities include overseeing the town census and voting. Will speak and facilitate Town Hall meeting

Town Treasurer: Need individual with good math and organizational skills. The person we hire will handle multiple City Hall financial transactions.

District Attorney: Seeking an honest individual who is detail-oriented to review many legal documents for completion and accuracy.

City Councilmember: If you are a hardworking individual, you may be able to create a new law for Biztown. Work with citizens and the Mayor to pass a new law. Will speak at Town Hall meeting.

Real Estate Agent: We are looking for an outgoing, organized individual who can interact with all local businesses. Billing and collection of lease payments

Emergency Management

Director: If you can handle responsibility and stay calm under pressure, you may be the person we are looking for. Help us assure that citizens and businesses are prepared for the unexpected and assure everyone's safety.

IRS Agent: Looking for an individual proficient at math to handle the business and personal taxes for BizTown. Apply today!

Police Officer: Have good judgement? BizTown is looking for someone to enforce laws and protect its citizens.

Elections Commissioner: Interested in politics? Be the person to remind citizens to vote today and organize the voting booth.

Sustainability Director: This job is someone who cares about the Earth – and wants to let your fellow citizens know that. This person will promote recycling and ensure BizTown is ADA compliant. Sounds like you? Apply today.

BizBee News

CEO/Editor: Ambitious person who works well under pressure is needed. Good writing and time management skills are critical qualifications. Will speak at Town Hall meeting.

CFO: Honest person needed to write payroll checks and keep business records for a very busy newspaper.

Reporter/Meteorologist: Need a highly motivated and observant person who is willing to interview citizens and write articles for the BizBee News. May need to monitor weather equipment.

Ad Executive: Hardworking individual needed to sell ads, collect payments, and type copy into computer for all business advertisements.

Photographer: Looking for a responsible person to handle a company camera and take quality photos of JA BizTown events, officials, and citizens.

Investors Bank

CEO: Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and be responsible for the Credit Union's money supply. Will speak at Town Hall meeting

CFO: A sharp mathematician is needed to handle numerous payroll and business transactions.

Teller: We are seeking candidates with a working knowledge of computers and the ability to work independently. Pleasant attitude toward the public is a requirement. Accuracy a must!

Financial Manager: This leadership position requires working well with others and using organizational skills to assist the CEO and tellers.

Savings Officer: Are you interested in helping JA BizTown citizens open their savings accounts? If so, this is the job for you. Will speak at Town Hall meeting. Apply today.

Account Representative: Do you have a knack for organization? If so, this job is for you! You will be organizing and distributing debit cards and assisting the bank with any other clerical tasks. Your skills are definitely needed in successful operations of Investors Bank!

Maser Consulting

CEO: We are looking for an outgoing candidate who enjoys working with the public and can manage a high-energy staff. Will speak at Town Hall meeting. Call us today!

CFO: Our organization seeks a hands-on, results-oriented person to manage expenses. Computer experience would be helpful.

Project Manager: We are looking for a self-starter who can manage multiple projects at the same time. Detail-oriented skills are necessary.

Surveyor: Are you interested in construction and making sure businesses are made for everyone? Learn about ADA Compliance and take measurements of JA BizTown as the Surveyor. Apply today!

Landscape Architect: We are seeking a creative individual who can make JA BizTown look beautiful with trees and various plants. If you enjoy designing the outdoors, this job is for you!

Quest Diagnostics

CEO: We are looking for an outgoing candidate who enjoys working with the public and can manage a high-energy staff. Will speak at Town Hall meeting. Call us today!

CFO: If you are results-oriented we want to talk with you about managing our company's expenses. Computer experience is helpful but not required.

Medical Technologist: Use a microscope to look at samples and help citizens who are suffering from illnesses. Work with the Horizon Wellness Center to help sick citizens become healthy. Confidentially share test results with customers. Assist with product sales and making stress balls as needed.

Community Health Director: Teach other businesses about how they can lead healthy lives. Teach customers how to make stress balls. Speak to customers about heart health and the effects stress can have on your body. Assist customers who would like to purchase retail items.

Population Health Analyst: Looking for someone with analytical skills to look over surveys and find common factors. Will report these results to BizTown.

BiZNJ Radio

CEO: We are seeking an energetic, hard-working individual to manage BiZNJ Radio. Public speaking and writing experience is helpful. Will speak at Town Hall meeting.

CFO: Dedicated and detail-oriented individual is needed to process payroll and pay radio business expenses.

DJ/Sound Engineer: Need an imaginative, quick thinker with a strong voice. Must be able to operate sound equipment and make broadcast decisions quickly.

Reporter: Energetic person is needed to locate hot news items for reporting to the local JA BizTown listening audience. Good writing skills are also required.

Ad Executive: Hardworking person sought to sell on-air ads and collect ad payments. This person will work with the public accepting requests and dedications.

Chick-fil-A

CEO: Are you looking for an opportunity to work in a popular restaurant while supervising an energetic crew? This position provides great potential for a motivated, career-oriented individual. Will speak at Town Hall meeting.

CFO: We will offer pleasant working conditions and a good salary for the applicant who can handle financial quickly and accurately.

Team Member: We are looking for dependable and safety-conscious individuals to manage our restaurant's food and beverage services and raise awareness about healthy food choices.

Store Manager: Courteous, dependable person is needed immediately to manage our restaurant space and equipment.

Food Manager: Responsible and strategic thinker needed to manage the chips at Chick-fil-A. Apply today!

Beverage Manager: Responsible and strategic thinker needed to manage the water at Chick-fil-A. Apply today!

UPS

CEO: We are hiring an energetic, hard-working individual to manage our full-service delivery outlet and supply warehouse. Will speak at Town Hall meeting.

CFO: Someone is needed to manage the books and write payroll checks. Computer experience is a plus

Carrier: Looking for an organized individual to collect, process and deliver mail for JA BizTown. Must be able to walk long distances.

Sales Manager: Conscientious person needed to assist customers and handle sales of postage and business supplies.

Stock Manager: Seeking a organized individual who can keep track and deliver inventory to various businesses. Apply today!

Phillips 66

CEO: If you are looking for a job with lots of responsibility and the chance to gain management experience, we have the job for you. The qualified person will be organized, dependable, and able to lead a team of employees. Will speak at Town Hall meeting.

CFO: The utility company seeks a person who is organized and not afraid of hard work to manage our business finances.

Logistics Engineer: We are looking to hire an individual to complete utility applications, read meters, and perform energy audits for our customers.

Refinery Engineer: If you would like to work in a field of thinking of new BIG ideas and helping others, apply now!

Energy Educator: Seeking someone who enjoys teaching other new things in a creative way. Sounds like you?

Horizon Wellness Center

CEO: Seeking a person who is interested in helping others and capable of managing a health-care facility.

CFO: Prepare payroll checks and manage the books for a growing business. Apply today.

Health Care Manager: Energetic, organized person is needed to maintain health records and share health trend data.

Health Care Technician:

Caring person is needed to work directly with patients and customers by providing demonstrations and information on physical activities for a healthy lifestyle.

Receptionist: Seeking an organized person that can keep track of multiple events. Apply today.

Nutritionist: Do you like eating healthy and teaching others? Host a nutrition lecture here at Horizon Wellness Center. We look forward to hearing from you!

Fitness Specialist: Do you like to play sports or go to the gym? If so, host a workout class here at Horizon Wellness Center. Your application await