

CEO

1. Delivers speech at Opening Town Meeting.
2. Meets with personnel from other JA BizTown businesses when they visit.
3. Supervises employees and business operations.
4. Fills in for employees on break and assists employees as needed.

CFO

1. Processes payroll and distributes employee paychecks.
2. Submits business loan and makes loan repayments.
3. Pays business expenses and keeps record of payments.
4. Deposits business income.
5. Assists with other business duties when employees are on break, and if time is available.

Financial Planner

1. Greets customers.
2. Helps customers determine how to budget their money and allocate for savings, spending, and giving.
3. Helps customers understand the importance of giving to causes important to them.
4. Performs calculations to determine how much money customers can save and give over a period.

Investment Manager

1. Greets customers.
2. Plays a game with customers to help them understand investing.
3. Assist other teammates during busy times or while on breaks.

Property & Casualty Account Manager

1. Teaches business CEOs about business and liability insurance.
2. Sells business insurance to JA BizTown businesses.
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<p style="text-align: center;">Energy Efficiency Manager</p> <ol style="list-style-type: none"> 1. Teaches customers about Kilowatt Meters. 2. Leads customers through an activity about energy consumption and conservation. 3. Advises other businesses on the importance of energy conservation and ways to save energy. 	<p style="text-align: center;">Renewable Energy Engineer</p> <ol style="list-style-type: none"> 1. Research wind energy and other renewable power sources. 2. Builds a windmill using snap circuits. 3. Plans and builds a wind farm prototype with help from partners at JE Dunn. 4. Helps citizens draft a personal Energy Pledge reminding them to conserve energy.

<p style="text-align: center;">Marketing Manager</p> <ol style="list-style-type: none"> 1. Markets the Green Rewards program to JA BizTown businesses. 2. Creates an advertisement that highlights the importance of renewable energy resources and energy conservation.

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<p style="text-align: center;">Auto/Home Insurance Advisor</p> <ol style="list-style-type: none"> 1. Educates customers on the importance of home and auto insurance. 2. Sells home and auto insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun. 	<p style="text-align: center;">Pet Insurance Advisor</p> <ol style="list-style-type: none"> 1. Educates customers on the importance of pet insurance. 2. Sells pet insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun.
<p style="text-align: center;">Medical Insurance Advisor</p> <ol style="list-style-type: none"> 1. Educates customers on the importance of medical insurance. 2. Sells medical insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun. 	<p style="text-align: center;">Sales Manager</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Educates customers about the importance of insurance and protecting the things that mean the most. 3. Celebrates sales and team successes. 4. Assists team members whenever necessary. 5. Acts as a SelectQuote brand ambassador by smiling and having fun.

<p style="text-align: center;">Mayor</p> <ol style="list-style-type: none"> 1. Conducts surveys for Citizens of the Day and Best Quality Business. 2. Prepares and gives speeches at Town Meetings. 3. Thanks teachers and volunteers for their service to JA BizTown. 4. Oversees U.G. City Hall employees and operations. 5. Assists JA BizTown citizens. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Submits Business Loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Pays business expenses. 4. Keeps record of business expenses and payments.
<p style="text-align: center;">Election Commissioner</p> <ol style="list-style-type: none"> 1. Sets up voting software. 2. Promotes voting and encourages citizens to vote. 3. Runs polling site and check voter registrations. 4. Hands out "I Voted" stickers to citizens who vote. 	<p style="text-align: center;">Building Official</p> <ol style="list-style-type: none"> 1. Completes safety audits of JA BizTown businesses. 2. Reports safety audit results (areas of improvement) to business CEOs. 3. Keeps record of businesses who pass safety inspections.
<p style="text-align: center;">Business License Manager</p> <ol style="list-style-type: none"> 1. Review business license applications. 2. Award business license certificates. 3. Ensure businesses are properly licensed. 4. Fine businesses who do not have their license. 	<p style="text-align: center;">County Treasurer</p> <ol style="list-style-type: none"> 1. Completes personal taxation form for citizens. 2. Prepares and sends tax bills. 3. Records payment of all taxes and ensures taxes are paid.
<p style="text-align: center;">Public Works Manager</p> <ol style="list-style-type: none"> 1. Ensures all JA BizTown storefronts are recycling. 2. Completes the recycling survey and learn about JA BizTown recycling habits. 	<p style="text-align: center;">Animal Services Officer</p> <ol style="list-style-type: none"> 1. Captures stray animals around JA BizTown. 2. Runs the U.G. City Hall animal shelter and oversee the adoptions of dogs and cats.

<p style="text-align: center;">Public Health Manager</p> <ol style="list-style-type: none"> 1. Creates a PSA that gives JA BizTown citizens tips for staying healthy. 2. Visits all businesses to ensure public health practices are in place.

Student Entrepreneur 1 – CEO

1. Delivers speech at opening town meeting.
2. Meets with other CEOs.
3. Supervise business operations and other employees.
4. Fill in for others when they go on break.

Student Entrepreneur 2 – CFO

1. Submits business loan and makes loan repayments.
2. Processes payroll and distributes employee paychecks.
3. Pays business expenses.
4. Keeps record of business expenses and payments.

Student Entrepreneur 3

1. Assists teammates in running the business.
2. Assists customers and processes sales.
3. Advertises products/services the business offers.

Student Entrepreneur 4

1. Assists teammates in running the business.
2. Assists customers and processes sales.
3. Advertises products/services the business offers.

Student Entrepreneur 5

1. Assists teammates in running the business.
2. Assists customers and processes sales.
3. Advertises products/services the business offers.

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Account Executive

1. Send Wi-Fi bill to each JA BizTown business.
2. Work with CFO to track Wi-Fi bill payments.
3. Kindly remind businesses to pay their bills.
4. Assist other T-Mobile employees as needed.

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<p style="text-align: center;">Marketing Director</p> <ol style="list-style-type: none"> 1. Identifies a promo plan to sell Royals tickets. 2. Monitors ticket sales. 3. Adjusts promo plan as needed. 4. Records sales numbers and tracks data. 5. Assists the Ticket Sales Director as needed. 	<p style="text-align: center;">Corporate Partners Director</p> <ol style="list-style-type: none"> 1. Sells Royals sponsorships to other businesses. 2. Negotiates sponsorship contracts with sponsor businesses. 3. Collaborates with CFO to collect sponsorship payments. 4. Maintains sponsorship signage and displays.
<p style="text-align: center;">Sales Director</p> <ol style="list-style-type: none"> 1. Identifies a promo plan to sell Royals merchandise. 2. Sells merchandise to Royals fans. 3. Reports revenue updates to the CFO and Marketing Director throughout the day. 	<p style="text-align: center;">Sales Manager</p> <ol style="list-style-type: none"> 1. Helps to choose a promo plan to sell Royals merchandise. 2. Help sell merchandise to Royals fans. 3. Assist sales director.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Processes all business Loan Applications. 2. Monitor business loan repayments. 3. Prepares and gives speech at Town Meeting. 4. Meets with personnel from other businesses when they visit. 5. Supervises employees and business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Submits business loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Pays business expenses. 4. Keeps record of business expenses and payments. 5. Assist CEO with business loan application processing. 6. Monitor business loan repayments with CEO
<p style="text-align: center;">Member Service Coach</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Processes paychecks via mobile deposit and accepts personal deposits. 3. Disburses cash to customers. 4. Records customer personal account transactions in computer. 5. Assists financial well-being coaches in urging customers to open high interest savings accounts. 	<p style="text-align: center;">Financial Well-Being Coach</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Assists member service coaches in processing paychecks via mobile deposit and accepting personal deposits. 3. Transfers funds to customer high interest savings accounts. 4. Records customer savings account transactions in computer. 5. Leads customers through savings activity.

<p style="text-align: center;">Data Scientist</p> <ol style="list-style-type: none"> 1. Delivers Money 101 survey to JA BizTown citizens. 2. Gathers and analyzes Money 101 survey data. 3. Draws conclusions and makes predictions about JA BizTown financial habits based on survey data. 4. Shares survey findings with the CEO.
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<p style="text-align: center;">Architect</p> <ol style="list-style-type: none"> 1. Maps out buildings before they are built. 2. Chooses materials to use to build a building. 3. Works with the estimator to establish a project budget. 4. Collaborates with Evergy to build a wind farm prototype. 	<p style="text-align: center;">Estimator</p> <ol style="list-style-type: none"> 1. Determines the cost of a project based on selected materials. 2. Solves math equations to identify budget constraints. 3. Works with project teams to identify cost-effective solutions.
<p style="text-align: center;">Quality Control Officer</p> <ol style="list-style-type: none"> 1. Reviews projects to ensure they meet or exceed quality standards. 2. Uses thermal energy cameras to identify problem areas. 3. Leads a thermal energy bingo game with JA BizTown citizens. 	<p style="text-align: center;">Superintendent</p> <ol style="list-style-type: none"> 1. Lead construction projects happening around JA BizTown. 2. Meet with storefronts to ensure satisfaction. 3. Keep JE Dunn projects running according to timeline.

Customer Solutions Specialist

1. Sell construction projects to other JA BizTown businesses.
2. Work with the superintendent to ensure projects are completed on time.
3. Assist superintendent and workers with completion of project.

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<p style="text-align: center;">Infection Control Manager</p> <ol style="list-style-type: none"> 1. Identifies types of infectious diseases. 2. Teaches proper handwashing to all patients and CMH staff. 3. Ensures all CMH staff are following infection control practices. 4. Reports on infection status to the CEO. 	<p style="text-align: center;">Nurse</p> <ol style="list-style-type: none"> 1. Assesses patients by checking their height, blood pressure, and pulse. 2. Records patient health information on their chart. 3. Discusses patient information with pediatrician. 4. Follows all infection control practices.
<p style="text-align: center;">Patient Access Representative</p> <ol style="list-style-type: none"> 1. Greets patients and checks them in. 2. Checks health insurance status and collects payment. 3. Directs patients to the proper area to receive care. 4. Follows infection control practices. 	<p style="text-align: center;">Pediatrician</p> <ol style="list-style-type: none"> 1. Assesses patients. 2. Provides guidance to patients around living a healthy lifestyle. 3. Writes prescriptions as needed. 4. Charts patient data. 5. Responds to emergencies. 6. Follows infection control practices.

<p style="text-align: center;">Researcher</p> <ol style="list-style-type: none"> 1. Research DNA and RNA. 2. Creates DNA and RNA models. 3. Builds a Covid-19 molecule. 4. Shares research findings with other CMH staff. 5. Follows infection control practices.

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<p style="text-align: center;">Inspector</p> <ol style="list-style-type: none">1. Inspects product once it has been manufactured.2. Ensures product meets quality standards.3. Tests product to ensure it works properly and is ready to be sold.4. Places a sticker on products that have passed inspection.	<p style="text-align: center;">Product Engineer</p> <ol style="list-style-type: none">1. Disassembles products.2. Checks products for defects and parts that are broken or missing.3. Sorts defective product from good product.4. Separates product parts into bins and prepares for the manufacturing process.

<p style="text-align: center;">Technician</p> <ol style="list-style-type: none">4. Checks product parts.5. Sets aside product that does not work.6. Reassembles products and prepares them for sale.

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<p style="text-align: center;">Florist</p> <ol style="list-style-type: none"> 1. Creates flower arrangements according to customer orders. 2. Delivers floral arrangements to customers and businesses. 3. Keeps workspace organized and presentable for customers. 	<p style="text-align: center;">Sales Associate</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Assists customers and helps them find products. 3. Processes customer transactions. 4. Keeps merchandise clean and organized for customers.
<p style="text-align: center;">Pharmacist</p> <ol style="list-style-type: none"> 1. Fills prescriptions for Children's Mercy patients. 2. Assists Price Chopper customers. 3. Keeps workspace organized and presentable for customers. 4. Answers patient questions about their medications. 	<p style="text-align: center;">Store Manager</p> <ol style="list-style-type: none"> 1. Tracks inventory for all departments. 2. Determines when to have sales and sale prices. 3. Assists all employees and fills in for them while they are on break. 4. Solves problems.

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<p style="text-align: center;">General Manager</p> <ol style="list-style-type: none">1. Oversees the retail portion of the storefront.2. Processes transactions.3. Assists customers.4. Tracks inventory.5. Keeps the storefront stocked, clean, and organized.	<p style="text-align: center;">Creative Designer</p> <ol style="list-style-type: none">1. Utilizes the design thinking process to develop an idea.2. Engages with customers to learn their interests and preferences.3. Develops a t-shirt design based on feedback from customers and coworkers.



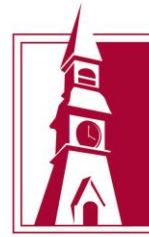
<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Delivers speech at opening town meeting. 2. Meets with personnel from other businesses. 3. Supervises employees and business operations. 4. Fill in for other employees while on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Submits business loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Pays business expenses. 4. Keeps record of business expenses and payments. 5. Deposits business income at CommunityAmerica Credit Union.
<p style="text-align: center;">Cashier</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Assists customers in making purchases. 3. Answers customer questions. 4. Processes transactions. 5. Keeps workstation clean, organized, and presentable for customers. 6. Assists facility manager as needed. 	<p style="text-align: center;">Facility Manager</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Keeps café space stocked. 3. Wipes down tables and chairs. 4. Ensures café space is clean and inviting during the lunch hour. 5. Prepares tables for customers by setting out placemats.

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<p style="text-align: center;">Restock Associate</p> <ol style="list-style-type: none">1. Greets customers.2. Restocks merchandise.3. Tracks inventory.4. Keeps the store clean and organized for customers.5. Assists customers in finding what they need.6. Assists the sales associate(s) as needed.	<p style="text-align: center;">Sales Associate</p> <ol style="list-style-type: none">1. Greets customers.2. Assists customers in finding what they are looking for.3. Answers customer questions.4. Processes transactions.5. Assists the restock associate as needed.

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<p style="text-align: center;">Account Executive</p> <ol style="list-style-type: none">1. Greets visitors.2. Sells raffle tickets to JA BizTown citizens to win a book for their classroom.3. Sells United Way pins and stickers to JA BizTown citizens.4. Market United Way's offerings to JA BizTown citizens.5. Assists other teammates as needed.	<p style="text-align: center;">Community Impact Program Officer</p> <ol style="list-style-type: none">1. Greets visitors.2. Empowers JA BizTown citizens to be problem solvers.3. Educates visitors on the impact they can have in their community.4. Encourages visitor participation in the activities in United Way's storefront.5. Assists other teammates as needed.



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<p style="text-align: center;">Interpretation Manager</p> <ol style="list-style-type: none"> 1. Writes script for animal chat using facts about the animal. 2. Presents an interpretation chat utilizing animal education materials. 3. Teaches guests how they can help conserve wildlife habitats. 	<p style="text-align: center;">Animal Care Specialist</p> <ol style="list-style-type: none"> 1. Choose animals for exhibits 2. Set up exhibits 3. Diet prep for animals 4. Clean up area at end of shift
<p style="text-align: center;">Guest Relations Manager</p> <ol style="list-style-type: none"> 1. Greet customers. 2. Process transactions. 3. Sell conservation coins and Zoo entrance tickets. 4. Fills in for Guest Relations Associate on break and assists as needed. 	<p style="text-align: center;">Guest Relations Associate</p> <ol style="list-style-type: none"> 1. Greets customers. 2. Answers customer questions. 3. Processes transactions. 4. Keeps workstation clean, organized, and presentable for customers.
<p style="text-align: center;">Veterinarian</p> <ol style="list-style-type: none"> 1. Checks animal health records. 2. Performs microscope work. 3. Issues medicine to animals. 4. Checks animal welfare. 5. Collaborates with animal care specialist to learn about animals. 	



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<p style="text-align: center;">Faculty Member</p> <ol style="list-style-type: none">1. Assists Park University students taking classes.2. Ensures students complete classes.3. Assists the admissions counselor.	<p style="text-align: center;">Admissions Counselor</p> <ol style="list-style-type: none">1. Greets visitors.2. Helps students determine which class they want to take.3. Works with faculty member to ensure students complete classes.4. Award diplomas and bonuses upon completion of classes.



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<p style="text-align: center;">Brand Manager</p> <ol style="list-style-type: none"> 1. Sells ads to other businesses. 2. Communicates advertising needs to team members. 3. Ensures advertisements get created. 4. Ensures completed ads are delivered to the right business. 	<p style="text-align: center;">Content Creator</p> <ol style="list-style-type: none"> 1. Works with other businesses to determine their needs. 2. Creates an outline of an ad for the customer (business). 3. Works with creative designer(s) to design ads.
<p style="text-align: center;">Creative Designer</p> <ol style="list-style-type: none"> 1. Works with content creators to create ads. 2. Works with brand manager to ensure ads are delivered to businesses. 3. Ensures customer satisfaction. 	<p style="text-align: center;">Creative Designer 2</p> <ol style="list-style-type: none"> 1. Works with content creators to create ads. 2. Works with brand manager to ensure ads are delivered to businesses. 3. Ensures customer satisfaction.