

MARINER

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.
4. Deposits business income.
5. Assists with other business duties when employees are on break.

Senior Financial Planner

1. Greets customers.
2. Helps customers understand investing and how money grows over time.
3. Leads an investment activity with Mariner customers.
4. Oversees the Financial Planning team.

Financial Planner 1

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

Financial Planner 2

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

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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. Builds a windmill using snap circuits. 2. Helps citizens draft a personal Energy Pledge reminding them to conserve energy. 3. Builds pinwheels to distribute to JA BizTown citizens.

<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;">Insurance Advisor 1</p> <ol style="list-style-type: none"> 1. Educates customers on the importance of insurance. 2. Sells home, auto, medical, and pet insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun. 	<p style="text-align: center;">Insurance Advisor 2</p> <ol style="list-style-type: none"> 1. Educates customers on the importance of insurance. 2. Sells auto, medical, home, and pet insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun.
<p style="text-align: center;">Business Insurance Advisor</p> <ol style="list-style-type: none"> 1. Educates CEOs on the importance of business insurance. 2. Processes business insurance transactions. 3. Distributes business insurance certificates. 	<p style="text-align: center;">Sales Manager</p> <ol style="list-style-type: none"> 1. Educates customers about the importance of insurance. 2. Helps process transactions. 3. 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. Reviews business license applications. 2. Awards business license certificates. 3. Ensures businesses are properly licensed. 4. Fines 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 learns 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 pets.

<p style="text-align: center;">Postal Worker</p> <ol style="list-style-type: none"> 1. Delivers mail to JA BizTown citizens. 2. Encourages friendly letter writing to JA BizTown citizens and volunteers.
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<p>Student Entrepreneur 1 – CEO</p> <ol style="list-style-type: none"> 1. Delivers speech at opening town meeting. 2. Meets with other CEOs. 3. Supervises business operations and other employees. 4. Fills in for others when they go on break. 	<p>Student Entrepreneur 2 – 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>Student Entrepreneur 3</p> <ol style="list-style-type: none"> 1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers. 	<p>Student Entrepreneur 4</p> <ol style="list-style-type: none"> 1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers.
<p>Student Entrepreneur 5</p> <ol style="list-style-type: none"> 1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers. 	<p>Student Entrepreneur 6</p> <ol style="list-style-type: none"> 1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers.

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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. Assists sales director.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Processes business Loan Applications.2. Monitors business loan repayments.3. Prepares and gives speeches at town meetings4. 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. Processes business loan applications.2. Monitors business loan repayments.3. Processes payroll and distributes paychecks.4. Keeps record of business expenses and payments.
<p style="text-align: center;">Member Service Coach</p> <ol style="list-style-type: none">1. Greets customers.2. Processes paychecks and accepts personal deposits.3. Disburses cash to customers.4. Records customer personal account transactions.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 and accepting personal deposits.3. Transfers funds to customer high interest savings accounts.4. Records customer savings account transactions.5. Leads customers through savings activity.

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<p style="text-align: center;">Architect</p> <ol style="list-style-type: none"> 1. Chooses materials to use to build a building. 2. Works with the estimator to establish a project budget. 3. Works with teammates on a building project. 	<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 determine a budget. 3. Works with teammates on a building project.
<p style="text-align: center;">Customer Solutions Specialist</p> <ol style="list-style-type: none"> 1. Sells construction projects to other JA BizTown businesses. 2. Works with the superintendent to ensure projects are completed on time. 3. Assists superintendent and workers with completion of project. 	<p style="text-align: center;">Superintendent</p> <ol style="list-style-type: none"> 1. Leads construction projects happening around JA BizTown. 2. Meets with storefronts to ensure satisfaction. 3. Keeps JE Dunn projects running according to timeline.

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<p style="text-align: center;">Child Life Specialist</p> <ol style="list-style-type: none"> 1. Prepares patients for wellness visits. 2. Helps patients feel comfortable in a medical setting. 3. Collaborates with the rest of the medical team. 	<p style="text-align: center;">Nurse</p> <ol style="list-style-type: none"> 1. Assesses patients by checking their height, temperature, and pulse. 2. Records patient health information on their chart. 3. Discusses patient information with pediatrician.
<p style="text-align: center;">Patient Access Representative</p> <ol style="list-style-type: none"> 1. Greets patients and checks them in. 2. Collects payment for wellness visits. 3. Directs patients to the proper area to receive care. 	<p style="text-align: center;">Pediatrician</p> <ol style="list-style-type: none"> 1. Assesses patients. 2. Provides guidance to patients. 3. Writes prescriptions as needed. 4. Charts patient data.
<p style="text-align: center;">Researcher</p> <ol style="list-style-type: none"> 1. Creates a lung model. 2. Demonstrates how asthma affects the lungs. 3. Educates Children's Mercy visitors. 	<p style="text-align: center;">Community Health Worker</p> <ol style="list-style-type: none"> 1. Assesses businesses for allergens and contaminants. 2. Helps businesses reduce exposure. 3. Makes recommendations to businesses.

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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. Puts 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"> 1. Checks product parts. 2. Sets aside product that does not work. 3. Reassembles products and prepares them for sale. 	<p style="text-align: center;">Sales Director</p> <ol style="list-style-type: none"> 1. Assists customers. 2. Processes sales. 3. Helps with product manufacturing.



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Florist

1. Creates flower arrangements according to customer orders.
2. Keeps workspace organized and presentable for customers.

Sales Associate

1. Greets customers.
2. Assists customers and helps them find products.
3. Processes customer transactions.
4. Keeps merchandise clean and organized for customers.

Store Manager

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.

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<p style="text-align: center;">Retail Sales 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;">Engineering Specialist</p> <ol style="list-style-type: none">1. Performs server maintenance for all JA BizTown businesses.2. Solves problems with teammates.3. Ensures that JA BizTown businesses know what Meta offers to others.



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<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. 	<p style="text-align: center;">General Manager</p> <ol style="list-style-type: none"> 1. Assists with setup and display. 2. Keeps supplies stocked. 3. Wipes down tables and chairs. 4. Ensures café space is clean and inviting during the lunch hour. 5. Assists with product packaging.
<p style="text-align: center;">Head of Culinary</p> <ol style="list-style-type: none"> 1. Assists with setup and display. 2. Assists customers in making purchases and packages products. 3. Determines how much product to make with General Manager. 4. Experiments with new recipes. 	<p style="text-align: center;">Catering Manager</p> <ol style="list-style-type: none"> 1. Sells bulk orders to businesses. 2. Delivers orders to customers. 3. Assists with business operations.

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<p style="text-align: center;">Card Creator</p> <ol style="list-style-type: none">1. Greets customers.2. Designs personalized cards.3. Sells personalized cards.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.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Delivers a speech at the opening town meeting.2. Meets with personnel from other JA BizTown businesses when they visit.3. Raises money for United Way through donations from other businesses.4. Fills in for employees on break and assists employees as needed.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Processes payroll and distributes employee paychecks.2. Submits business loan and makes loan repayments.3. Pays business expenses.4. Assists with other business duties when employees are on break, and if time is available.
<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 leaders.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. Teaches guests about animals on display. 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. Chooses animals for exhibits 2. Sets up exhibits 3. Prepares diets for animals 4. Cleans 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. Tracks zoo attendance. 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. Processes transactions. 3. Tracks zoo attendance. 4. Fills in for Guest Relations Manager on break and assists others as needed.
<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;">Data Center Manager</p> <ol style="list-style-type: none">1. Helps build a data server rack.2. Checks maintenance logs to ensure the data center is running smoothly.3. Conducts security sweeps to ensure the data center is secure.	<p style="text-align: center;">VP of Sales</p> <ol style="list-style-type: none">1. Greets visitors.2. Sells QTS merchandise to customers.3. Sends business server bills to each JA BizTown business.
<p style="text-align: center;">Head of Security</p> <ol style="list-style-type: none">1. Leads a password creation game for customers.2. Conducts security sweeps to ensure the data center is secure.3. Ensures all people check into the data center appropriately.	<p style="text-align: center;">Utility Manager</p> <ol style="list-style-type: none">1. Learns about and educates others on data center power sources.2. Budgets power for the data center to keep it up and running.3. Assists other positions as needed.

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Robotics Engineer

1. Learns how robots work.
2. Designs a robot using information learned about robots.
3. Builds a robot to do certain actions.

Production Supervisor

1. Learns how robots work.
2. Assists the Robotics Engineer in building the robots.
3. Leads robot races.

Sustainability Manager

1. Learns about sustainability.
2. Educates others on sustainability.
3. Leads activities teaching and promoting sustainability.