



JA BizTown™ Jobs

Student Job Assignments

Directions: Using the *JA BizTown* Staffing Model on pages JOBS-2 – JOBS-4 as a guide, identify your school’s group size. Record the assigned student employee’s name next to the business positions listed below. Remember, 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.) Check with your JA Director to determine additional positions to fill if your group size falls between the numbers listed. Please fax this completed document to the JA area office at 317-252-5700 no later than one week prior to the on-site visit.

School _____ Visit Date _____

Contact Teacher _____

Businesses and Jobs							Student Name
JA Bank	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Teller #1	X	X	X	X	X	X	
Teller #2	X	X	X	X	X	X	
Teller #3			X	X	X	X	
File Clerk #1		X	X	X	X	X	
File Clerk #2				X	X	X	
Savings Officer #1	X	X	X	X	X	X	
Savings Officer #2					X	X	
Bank	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Teller #1	X	X	X	X	X	X	
Teller #2	X	X	X	X	X	X	
Teller #3			X	X	X	X	
File Clerk #1		X	X	X	X	X	
File Clerk #2				X	X	X	
Savings Officer #1	X	X	X	X	X	X	
Savings Officer #2					X	X	

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Student Job Assignments

City Hall	S	M	L	XL	XXL	Max	
Mayor	X	X	X	X	X	X	
Town Treasurer	X	X	X	X	X	X	
IRS Agent #1	X	X	X	X	X	X	
IRS Agent #2					X	X	
Attorney	X	X	X	X	X	X	
Town Marshall #1	X	X	X	X	X	X	
Town Marshall #2				X	X	X	
Delivery & Supply Center	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Delivery Agent #1	X	X	X	X	X	X	
Delivery Agent #2						X	
Sales Manager #1	X	X	X	X	X	X	
Sales Manager #2				X	X	X	
Supply Manager #1	X	X	X	X	X	X	
Supply Manager #2				X	X	X	
Utilities Center	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Meter Reader #1	X	X	X	X	X	X	
Meter Reader #2					X	X	
Safety Inspector		X	X	X	X	X	
Utility Engineer	X	X	X	X	X	X	

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JA Multi-Media	S	M	L	XL	XXL	Max	
CEO		X	X	X	X	X	
CFO		X	X	X	X	X	
Ad Executive #1		X	X	X	X	X	
Ad Executive #2						X	
Sales Manager #1		X	X	X	X	X	
Sales Manager # 2						X	
Web Designer #1		X	X	X	X	X	
Web Designer #2				X	X	X	
Freelance Videographer	1 student only – “extra” position						
JA Retail Center	S	M	L	XL	XXL	Max	
CEO		X	X	X	X	X	
CFO		X	X	X	X	X	
Product Manager #1		X	X	X	X	X	
Product Manager #2				X	X	X	
Sales Manager #1		X	X	X	X	X	
Sales Manager #2		X	X	X	X	X	
Sales Manager #3						X	
Laboratory	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Researcher #1	X	X	X	X	X	X	
Researcher #2				X	X	X	
Lab Technician #1	X	X	X	X	X	X	
Lab Technician #2					X	X	
Sales Manager #1	X	X	X	X	X	X	
Sales Manager #2			X	X	X	X	
Sales Manager #3						X	

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JA Journal	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Editor	X	X	X	X	X	X	
Reporter #1	X	X	X	X	X	X	
Reporter #2					X	X	
Ad Executive #1	X	X	X	X	X	X	
Ad Executive #2			X	X	X	X	
Photographer #1	X	X	X	X	X	X	
Photographer #2						X	
Printing Center	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Graphic Designer #1	X	X	X	X	X	X	
Graphic Designer #2			X	X	X	X	
Graphic Designer #3						X	
Sales Manager #1	X	X	X	X	X	X	
Sales Manager #2					X	X	
Professional Office	S	M	L	XL	XXL	Max	
CFO	X	X	X	X	X	X	
Insurance Agent	X	X	X	X	X	X	
Nonprofit Director #1	X	X	X	X	X	X	
Nonprofit Director #2						X	
Leasing Agent #1	X	X	X	X	X	X	
Leasing Agent #2					X	X	
Property Appraiser #1		X	X	X	X	X	
Detective		X	X	X	X	X	

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Radio Station	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Ad Executive #1	X	X	X	X	X	X	
Ad Executive #2					X	X	
Disc Jockey #1	X	X	X	X	X	X	
Disc Jockey #2			X	X	X	X	
Reporter		X	X	X	X	X	
Recycling Center	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Environmental Specialist		X	X	X	X	X	
Sales Manager #1	X	X	X	X	X	X	
Sales Manager #2				X	X	X	
Designer #1	X	X	X	X	X	X	
Designer #2			X	X	X	X	
Designer #3					X	X	
Restaurant	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Food Manager #1	X	X	X	X	X	X	
Food Manager #2				X	X	X	
Beverage Manager #1		X	X	X	X	X	
Beverage Manager #2					X	X	
Sales Manager #1	X	X	X	X	X	X	
Sales Manager #2			X	X	X	X	
Sales Manager #3						X	



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Wellness Center	S	M	L	XL	XXL	Max	
CEO	X	X	X	X	X	X	
CFO	X	X	X	X	X	X	
Physical Therapist #1	X	X	X	X	X	X	
Physical Therapist #2				X	X	X	
Respiratory Therapist			X	X	X	X	
Registered Nurse	X	X	X	X	X	X	
Medical Assistant	X	X	X	X	X	X	
Paramedic					X	X	

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