



Mayor

1. Supervises employees and oversees business operations.
2. Signs all payroll checks.
3. Prepares and gives speeches at Town Meetings.
4. Supervises JA BizTown voting.
5. Coordinates citizen off the day and business of the day recognition process.

Town Treasurer

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Attorney

1. Make sure legal documents are prepared and completed properly.
2. Work on solving two cases.
3. Works closely with the Town Marshalls.

IRS Agent

1. Completes all JA BizTown tax forms.
2. Issues tax ID numbers and Form W-9 status of JA BizTown nonprofit organization.
3. Prepares invoices and sends out E-bills to all businesses.

LEASING AGENT/PROPERTY APPRAISER

1. Measure space and complete Rental Agreements.
2. Collects and stores the "For Rent" signs.
3. Prepares rent bills and sends electronic invoices

Town Marshall

1. Responsible for ticketing Citizens, Volunteers, and Teachers who break the laws throughout the day.
2. Informs each business about the laws and the fine amounts
3. Writes tickets to law breakers.

City Manager

1. Takes census count of JA BizTown.
2. Work with the Mayor to have citizens vote on a new law for JA BizTown
3. Meet with the CEO of Lilly Lab and photographer to do the ribbon cutting for the new Lilly STEM Center
4. Encourage citizens to participate in the art installation activity

Chief of Police

1. Assign patrol areas for the town marshals.
2. Ensure all laws are correctly input into the tablets.
3. Cover areas when the town marshals are on break.

Parks and Rec Director & Assistant

1. Responsible for the beautification on JA BizTown
2. Cutting grass
3. Host our door events
4. Care for the benches and street lights

Animal Shelter Director

1. Find lost pets around JA BizTown.
2. Create adoption posters.
3. Make pet toys for each business.

Public Works Director & Assistant

1. Be in charge of recycling and trash pickup.
2. Keep the streets clean.
3. Ensure the safety of citizens during outdoor events.



CEO

1. Prepares and gives speech at Town Meeting.
2. Signs all payroll checks.
3. Signs Rental Agreement for business space.
4. Meets with personnel from other businesses when they visit.
5. Supervises employees and business operations

Teller

1. Greets customers as they open personal accounts.
2. Processes paychecks and accepts personal deposits
3. Disburses maximum of \$2 cash per pay period to customers.
4. Records customer personal account transactions in computer.
5. Assists File Clerk with filing, when necessary

Personal Banker

1. Greet customers who are there to open savings account.
2. Visit each business and explains the importance of opening a savings account.
3. Opens savings accounts for customers

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Accounting Clerk

1. Delivers bank bags
2. Files personal checks and deposits by account number.
3. Issues cash to Tellers and complete cash-out tickets as needed

ATM Specialist

1. Oversees debit card distributions.
2. Work with JA staff to learn the ATM.
3. Assist citizens with the ATM throughout the day



Republic Airways

CEO/PILOT

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FLIGHT ATTENDANT

1. Greets passengers and helps them find their seats as they board plane.
2. Conducts safety demonstration.
3. Ensures all seatbelts are securely fastened.
4. Communicates with pilot to ensure that cabin is prepared for takeoff
5. Monitors food supply inventory.
6. Accepts payments for all in flight products/services
7. Assists with cleanup after each break

MAINTENANCE TECHNICIAN

1. Completes a safety inspection of the plane before takeoff.
2. Communicates all information to pilots about the status of the aircraft.
3. Gives expense report to CFO if there is a need to replace a part.
4. Removes all trash and remaining products after each flight.
5. Assists with cleanup after each break.

REGIONAL AIRPORT OPERATIONS MANAGER

1. Sells plane tickets to passengers.
2. Greets passengers at doorway and assists with check in.
3. Thank passengers for flying as they leave.
4. Assists with cleanup after each break.

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5. Prepares and gives speech at a Town Meeting.
6. Assists with all business duties when employees are on break.
7. Assists in selling of the newspaper.

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Editor

1. Answer letters to the editor
2. Write a personal editorial
3. Make sure the newspaper is completed by the daily deadline.

AD EXECUTIVE

1. Collects advertisements from each JA BizTown business.
2. Types and designs business advertisements on the computer.
3. Assists in selling of the newspaper

WEB DESIGNER

1. 1. Learns operation of computer program.
2. Inputs web page information into web page templates. Verifies the spelling and accuracy of the web page templates.
3. Assures web page information is complete.
4. Shares information on how to access web pages with customers.

PHOTOGRAPHER:

1. Takes photographs of JA BizTown officials, citizens, etc. at Town Events.
2. Visits each business and photographs all employees.
3. Assists in selling of the newspaper.

REPORTER

1. Conducts interviews and surveys to be published in the newspaper.
2. Writes news articles and stories.
3. Downloads, or types, written copy into newspaper template for publication.
4. Coordinates photographs for articles, as appropriate.
5. Assists in collating

VIDEOGRAPHER

1. Videos the day at JA BizTown
2. Goes to each business and interviews employees about the day and their shop.
3. Assists in selling of the newspaper

SOCIAL MEDIA MANAGER

1. Take group photos of each business
2. Conduct video interviews



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REPORTER

1. Interviews JA BizTown citizens for news stories.
2. Writes news stories utilizing Reporter Guideline.
3. Forwards copy of news reports to be read on air.
4. Forwards news flashes and articles to CEO for review and approval.
5. Works in close partnership with the Ad Executive, assisting as needed.

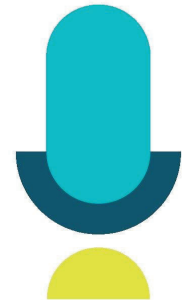
DJ

1. Learns to operate sound equipment.
2. Selects music for airtime.
3. Completes scheduling of on-air Play List.
4. Reads, clearly, news items, ads, announcements, weather, etc. over the air.



AD EXECUTIVE

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. Bills each business electronically for advertising fee.
5. Coordinates special promotions and sales.
6. Operates Point of Sales computer.



CEO/Franchisee

1. Obtain Bank Loan
2. Sign lease agreements
3. Supervise and oversee business operations
4. Sign business checks
5. Prepare and give speech during opening town meeting

Driver/Sales Associate

1. Greets all incoming customers and provides an exceptional guest experience.
2. Receive items from businesses. Package and deliver throughout the day.
3. Deliver bounce back flyers to volunteers and newspaper for end of the day printing.
4. During the shopping breaks sell items and encourage citizens to donate .25 to the Start Small Go Big Program
5. Shred documents

CFO

1. Input employee payroll information
2. Print and distribute employee paychecks
3. Keep records of business and expenses payment
4. Assist with other business duties when employees are on break
5. Notarize documents and student passports

Graphic Designer

1. Assists Sales Associate with greeting all customers and provides an exceptional guest experience.
2. Print Bounce backs.
3. Collect shop logos from each business.
4. Assists with all business needs when time permits. (restock, cleaning)
5. Assist customers with purchases.
6. Prepare advertising wall.
7. Design the Logos for each business using editing software.
8. Deliver advertising flyers to local businesses.
9. Review logos for errors prior to printing. Then deliver to each CEO.

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Quality Engineer

1. Conduct routine inspections and audits to ensure products meet established quality standards and specifications.
2. Collaborate with production teams to develop and quality products

Brand Manager

1. Enhance brand visibility and recognition.
2. Collaborate with staff to organize an outdoor demonstration using provided items.
3. Ensure all products meet Lilly's high standards.

Biomedical Engineer

1. Conduct research and testing
2. Ensure everyone is using proper safety procedures
3. Conduct any and all testing of products from other JA BizTown businesses

Social Impact Director

1. Develop and implement social impact strategies
2. Build and maintain partnerships
3. Monitor and evaluate program effectiveness



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PHYSICAL THERAPIST

1. Becomes familiar with materials and equipment.
2. Greets patients as they “sign in.”
3. Demonstrates easy exercises to incorporate at work.

RESPIRATORY THERAPIST

1. Works with patients to complete a healthy lifestyle screening.
2. Collects health trend data from businesses
3. Aids with patient record keeping.

REGISTERED NURSE

1. Works directly with patients
2. Determines results of screening tests that are offered to patients(i.e. temperature, heart rate, etc.)



Peyton Manning Children's Hospital

Ascension St. Vincent

MEDICAL ASSISTANT

1. Bills each business electronically for healthcare.
2. Provides support to other medical personnel.
3. Operates Point of Sales tablet.

PARAMEDIC

1. Monitors JA BizTown for ways to enhance safety awareness.
2. Provides citizens with information on ‘specialty’ health and fitness issues.
3. Informs businesses of financial benefits that result from healthy employees.



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Courier

1. Collects mail from central postal box.
2. Sorts letters and “cancels” postage stamps.
3. Delivers processed mail to businesses and individuals in JA BizTown.
4. Provides customer service (greeting/selling).
5. Assists Sales Manager, as necessary.

OPERATIONS MANAGER

1. 1. Distributes materials to each business.
2. 2. Collects supply bins from each business at the end of the day.
3. 3. Packs customer supply bins for next day’s business operations.
4. 4. Assist Courier with delivering mail.

SALES MANAGER

1. Works with CEO to set prices of retail products.
2. Bills each business electronically for supplies.
3. Prepares product displays.
4. Tags all items to be sold.
5. Responsible for marketing the company and introducing and selling shipping services.
6. Operates Point of Sales computer
7. Assists customers with sales and accepts payments.



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Financial Advisor

1. Greets customers as they open their retirement account.
2. Help citizens learn how to invest their money.
3. Share results of their investments with citizens.
4. Records customer personal account transactions in computer

Marketing Director

1. Develop materials for marketing.
2. Research what is the best kind of marketing to reach people.
3. Share investment growth with citizens
4. Help people understand the value of saving for retirement



Indiana

CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
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4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

Community Relations Director

1. Reviews the Adopt-A-Duck program paperwork and sets it up for shopping breaks.
2. Collect pledge sheets from businesses
3. Bill businesses for their donations
4. Operates Point of Sales tablet.

Assistant Community Relations Director

1. Reviews instructions and assist the community relations director throughout the day
2. Help in selecting and presenting the Adopt-A-Duck winner
3. Assist with selling products.

Safety Manager

1. Delivers kits to each business.
2. Take clean filters to each business
3. Collect kits and return to AES Indiana at close of the business day



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Customer Service Rep

1. Visits each business at JA BizTown and reads power meters.
2. Emails invoices to each business
3. Educates JA BizTown citizens in

Power Delivery Administrator

1. Receives and reviews work orders.
2. Performs work orders.
3. Completes work order satisfaction reports.
4. Learn how electricity is delivered to your

Energy Efficiency Marketing Manager

1. Prepare energy audits for each business.
2. Visit businesses to verify compliance
3. Deliver certificates at end of day



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Sales Manager

1. Prepares sales area with product display to demonstrate and sell 3D Printed Products.
2. Greets customers, assists with order forms, and
3. accepts payments for sale of products

Product Manager

1. Prepares Posters and Flyers to advertise business and products.
2. Learn to complete order forms.
3. Assist with assembling 3D Printed Products as needed to produce and deliver orders.
4. Sells Products.
5. Stocks Business.



3D PARTS
MANUFACTURING, LLC

Powered By

PURDUE
UNIVERSITY

3D CAD DESIGNER

1. Uses 3D Design Software to create 3D printer files needed to produce customized products.
2. Works with Sales Manager to Design 3D Printed Products needed to fill customized orders.
3. Works with Engineers to operate 3D Printer.
4. Works with Production Mgr. to assemble and deliver product.

ENGINEER

1. Operates the 3D Printer to print customized parts.
2. Works with Sales & Production Manager to assemble and deliver 3D Printed Products.
3. Greets customers and explains 3D Printing Process



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6. Supervises employees and business operations

ACCOUNT EXECUTIVE

1. Hands out marketing materials
2. Fills out contract with business CEO
3. Collects contracts from each business
4. Deliver contracts to the developers to understand what emails to develop for each customer
5. Sell products in the office
6. Invoices each business for Email Blast

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PRODUCT MANAGER

1. Works with CEO to determine price of products
2. Prepares sales areas with product display to demonstrate and sell products
3. Sells products in the office and operates point of sales computer.
4. Works with account executive to get feedback on the product

DEVELOPER

1. Uses software to create webpages on behalf of customers
2. Learns operation of program
3. Inputs data into system
4. Verifies spelling and accuracy of email. Checks other developer's work for accuracy
5. Assures Websites are complete



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6. Supervises employees and business operations

METER READER

1. Records meter serial from each business meter.
2. Completes Water/ Utility Applications and Registrations.
3. Reads all utility meters and records usage
4. Invoices all business for utility bill.
5. Assists Conservation Specialist as needed.
6. Operates Point of Sales tablet.

Pipeline Engineer

1. Review the blueprints and measure spaces where the pipelines will be placed.
2. Make the pipeline out of PVC pipes and place them in their designated areas.
3. Calculate a pipeline calculations sheet and give to a JA Staff Member.

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CONSERVATION SPECIALIST

1. Informs each business CEO of water conservation standards.
2. Provides conservation information sheet.
3. Conducts conservation survey/ check.
4. Reports results of conservation survey to CEOs and presents certificate

Field Construction Coordinator

1. Visit pipeline locations with Pipeline Engineer
2. Complete Construction Permit Sheets
3. Review the blueprints and verify lengths with Pipeline Engineer
4. Make the pipeline out of PVC pipes and place them in their designated areas



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6. Supervises employees and business operations

SECURITY ADVISOR

1. Works with installer to ensure system signal is received once client purchases monitoring package.
2. Monitors alarm system actively on display terminal and reacts accordingly to standard operating procedure.
3. Clears the signal once the contact has been made with the client or on-scene first responders.

SALES REPRESENTATIVE

1. Meets with other business CEOs to sell monitoring packages to secure their business.
2. Delivers a written contract, gets CEO's signature.
3. Invoices each business for their security package.
4. Operates Point of Sales tablet

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FIREMARSHALL \ DEPUTY FIRE MARSHALL

1. Install smoke alarms in each of the businesses in JA BizTown
2. Work with the CEO of each business to conduct fire inspection inside their business.
3. Work with CEO to practice evacuation plans in each business.

FIRE CHIEF

1. Work with the Fire Marshall to ensure the safety of JA BizTown
2. Conduct fire inspections outside of businesses
3. Prepare evacuation plans for each of the businesses