



Student Job Assignments - Directions

- ① Type your total number of students in the orange box and hit "Enter". This will highlight your group size. If you are paired with another school, JA Staff will identify your group size.
- ② Based on your group size, only fill in the jobs marked with an "X", in each business that your school is assigned to. If you are paired with another school, JA Staff will identify which businesses each school is assigned to.
- ③ Type each student's name next to the position they are assigned to.
- ④ Depending on your size, you may not be assigning every job.
- ⑤ You do not need to change any information or type in any other column, except for the student names column.
- ⑥ Please **email** the completed form to Bristol Rettberg, JA BizTown Program Manager, brettberg@jamyland.org, no later than **one week prior** to the onsite visit.

Enter Total Number of Students		<p style="text-align: center;">School Group Sizes</p> <p>XS: 50-55 students</p> <p>S: 56-70 students</p> <p>M: 71-85 students</p> <p>L: 86-100 students</p> <p>XL: 101-125 students</p>
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Job Assignment Tips

- There is one business on each page. At the end of each page, there are payroll amounts listed. Please use these amounts to help students fill out the checkbooks and check registries, prior to arriving at JA BizTown.
- For ESOL students, it is best to place them in the same business (or same job role (i.e. #1, #2)) as students who can translate.
 - Each business must have a CEO and CFO.
- The Mayor, all CEOs, Philanthropy Director, Attorney, Library Director, and Investment Specialist all need to give a speech to the whole group. Please keep this in mind when assigning students to these roles. The speeches are all pre-written.
 - The Bank CEO and Mayor hold a lot of responsibilities and remain very busy throughout the day.
 - The Community Editorial Directors and Outreach Reporters in Wells Fargo, have a lot of typing to do.
- The Bank gets VERY busy during breaks. The tellers will assist everyone in JA BizTown. Make sure Bank Tellers are organized to handle a fast-paced, busy environment.
 - If you are assigning SB&D Foreman, you must also assign the Project Manager position.
- The following jobs have less responsibilities and tasks: Marketing Executive (Allstate), Customer Service Rep (Toyota), Sales Representative (Zurich), Sales Associate and Carrier (Distribution).



Student Job Assignments -Cafe

Business Names and Positions						Student Names	Account #
Chick-fil-A (JA Café)	XS	S	M	LG	XL		
CEO	X	X	X	X	X		146
CFO	X	X	X	X	X		147
General Manager #1	X	X	X	X	X		148
Kitchen Manager #1	X	X	X	X	X		150
Guest Service Manager #1	X	X	X	X	X		152
Kitchen Manager #2			X	X	X		151
General Manager #2				X	X		149
Guest Service Manager #2				X	X		153
Guest Service Manger #3							227

Total of All Salaries
Total Budgeted Operating Costs
Total Business Costs
Loan Interest Percentage
Amount of Loan Interest
Total Loan Amount

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
Chick-fil-A (JA Café)				
CEO	\$9.00	\$8.82	\$6.82	\$5.00
CFO	\$8.50	\$8.33	\$6.33	\$4.80
General Manager	\$8.00	\$7.84	\$5.84	\$4.50
Kitchen Manager	\$8.00	\$7.84	\$5.84	\$4.50
Guest Service Manager	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -Bank

Business Names and Positions						Student Names	Account #
Bank of America	XS	S	M	LG	XL		
CEO	X	X	X	X	X		119
CFO	X	X	X	X	X		120
Teller #1	X	X	X	X	X		121
Teller #2	X	X	X	X	X		122
Teller #3	X	X	X	X	X		123
Teller #4	X	X	X	X	X		124
Guest Service Manager #1	X	X	X	X	X		126
Teller #5			X	X	X		125
Guest Service Manager #2							127
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
Bank of America				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Teller	\$8.00	\$7.84	\$5.84	\$4.50
Guest Service Manager	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -Allstate

Business Name and Positions						Student Names	Account #
Allstate Insurance	XS	S	M	LG	XL		
CEO	X	X	X	X	X		101
CFO	X	X	X	X	X		102
Insurance Agent #1	X	X	X	X	X		105
Marketing Exec #1				X	X		103
Marketing Exec #2					X		104
Insurance Agent #2					X		106
Insurance Agent #3					X		107
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
Allstate Insurance				
CEO	\$9.00	\$8.82	\$6.82	\$5.00
CFO	\$8.50	\$8.33	\$6.33	\$4.50
Marketing Exec	\$8.00	\$7.84	\$5.84	\$4.50
Insurance Agent	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -CTG Realt

Business Name and Positions						Student Names	Account #
CTG Realty	XS	S	M	LG	XL		
CEO	X	X	X	X	X		139
CFO	X	X	X	X	X		140
Attorney	X	X	X	X	X		141
Property Appraiser #1	X	X	X	X	X		142
Leasing Agent #1	X	X	X	X	X		144
Property Appraiser #2			X	X	X		143
Leasing Agent #2			X	X	X		145
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
CTG Realty				
CEO	\$9.00	\$8.82	\$6.82	\$5.5
CFO	\$8.50	\$8.33	\$6.33	\$4.8
Attorney	\$8.50	\$8.33	\$6.33	\$4.8
Property Appraiser	\$8.00	\$7.84	\$5.84	\$4.5
Leasing Agent	\$8.00	\$7.84	\$5.84	\$4.5



Student Job Assignments -City Hall

Business Name and Positions						Student Names	Account #
City Hall	XS	S	M	LG	XL		
Mayor (CEO)	X	X	X	X	X		130
Tresurer (CFO)	X	X	X	X	X		131
IRS Agent 1	X	X	X	X	X		132
Utility Engineer #1	X	X	X	X	X		134
Library Director	X	X	X	X	X		228
SB&D Foreman #1	X	X	X	X	X		136
SB&D Project Mgr #1	X	X	X	X	X		137
IRS Agent #2			X	X	X		133
Utility Engineer #2			X	X	X		135
SB&D Project Mgr #2							225
SB&D Foreman #2							226
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
City Hall				
Mayor	\$9.00	\$8.82	\$6.82	\$5.5
Town Treasurer	\$8.50	\$8.33	\$6.33	\$4.8
IRS Agent	\$8.00	\$7.84	\$5.84	\$4.5
Utility Engineer	\$8.00	\$7.84	\$5.84	\$4.5
SB&D Foreman	\$8.00	\$7.84	\$5.84	\$4.5
SB&D Project Mgr	\$8.00	\$7.84	\$5.84	\$4.5
Library Director	\$8.00	\$7.84	\$5.84	\$5.5



Student Job Assignments -Toyota

Business Name and Positions						Student Names	Account #
Toyota Financial	XS	S	M	LG	XL		
CEO	X	X	X	X	X		189
CFO	X	X	X	X	X		190
Dealer Lending Mgr #1	X	X	X	X	X		193
Dealer Credit Mgr #1			X	X	X		191
Customer Service Rep #1			X	X	X		195
Dealer Credit Mgr #2					X		192
Dealer Lending Mgr #2					X		194
Customer Service Rep #2					X		196
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
Toyota Financial				
CEO	\$9.00	\$8.82	\$6.82	\$5.5
CFO	\$8.50	\$8.33	\$6.33	\$4.8
Dealer Credit Mgr	\$8.00	\$7.84	\$5.84	\$4.5
Dealer Lending Mgr	\$8.00	\$7.84	\$5.84	\$4.5
Customer Service Rep	\$8.00	\$7.84	\$5.84	\$4.5



Student Job Assignments -Aerotek

Business Name and Positions						Student Names	Account #
Aerotek	XS	S	M	LG	XL		
CEO		X	X	X	X		207
CFO		X	X	X	X		208
Account Manager #1		X	X	X	X		209
Recruiter #1		X	X	X	X		211
Customer Service Associate		X	X	X	X		213
Account Manager #2					X		210
Recruiter #2					X		212
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
Aerotek				
CEO	\$9.00	\$8.82	\$6.82	\$5.00
CFO	\$8.50	\$8.33	\$6.33	\$4.00
Account Manager	\$8.00	\$7.84	\$5.84	\$4.00
Recruiter	\$8.00	\$7.84	\$5.84	\$4.00
Customer Service Associate	\$8.00	\$7.84	\$5.84	\$4.00



Student Job Assignments -Radio

Business Name and Positions						Student Names	Account #
Radio Station	XS	S	M	LG	XL		
CEO	X	X	X	X	X		181
CFO	X	X	X	X	X		182
Ad Executive #1	X	X	X	X	X		183
Reporter #1	X	X	X	X	X		185
DJ #1	X	X	X	X	X		187
DJ #2			X	X	X		188
Ad Executive #2				X	X		184
Reporter #2					X		186
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
Radio Station				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Ad Executive	\$8.00	\$7.84	\$5.84	\$4.50
Reporter	\$8.00	\$7.84	\$5.84	\$4.50
DJ	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -Zurich

Business Name and Positions						Student Names	Account #
Zurich Insurance	XS	S	M	LG	XL		
CEO	X	X	X	X	X		197
CFO	X	X	X	X	X		198
Insurance Agent #1	X	X	X	X	X		201
Claims Officer #1	X	X	X	X	X		203
Healthcare Mgr #1	X	X	X	X	X		205
Sales Manager #1				X	X		199
Insurance Agent #2				X	X		202
Healthcare Mgr #2				X	X		206
Sales Manager #2				X			200
Claims Officer #2				X			204
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
Zurich Insurance				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Sales Manager	\$8.00	\$7.84	\$5.84	\$4.50
Insurance Agent	\$8.00	\$7.84	\$5.84	\$4.50
Claims Officer	\$8.00	\$7.84	\$5.84	\$4.50
Healthcare Mgr	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -Distributive

Business Name and Positions						Student Names	Account #
Distribution Center	XS	S	M	LG	XL		
CEO	X	X	X	X	X		163
CFO	X	X	X	X	X		164
Merchandiser #1	X	X	X	X	X		167
Carrier #1	X	X	X	X	X		169
Merchandiser #2			X	X	X		168
Carrier #2			X	X	X		170
Sales Associate #1					X		165
Sales Associate #2					X		166
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
Distribution Center				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Sales Associate	\$8.00	\$7.84	\$5.84	\$4.50
Merchandiser	\$8.00	\$7.84	\$5.84	\$4.50
Carrier	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -TV Static

Business Name and Positions						Student Names	Account #
TV Station	XS	S	M	LG	XL		
CEO	X	X	X	X	X		171
CFO	X	X	X	X	X		172
Ad Executive #1	X	X	X	X	X		173
Camper Operator #1	X	X	X	X	X		177
Host #1	X	X	X	X	X		179
Web Designer #1			X	X	X		175
Camper Operator #2				X	X		178
Host #2				X	X		180
Ad Executive #2					X		174
Web Designer #2					X		176
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
TV Station				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Ad Executive	\$8.00	\$7.84	\$5.84	\$4.50
Web Designer	\$8.00	\$7.84	\$5.84	\$4.50
Camper Operator	\$8.00	\$7.84	\$5.84	\$4.50
Host	\$8.00	\$7.84	\$5.84	\$4.50



Student Job Assignments -T. Rowe Pri

Business Name and Positions						Student Names	Account #
T. Rowe Price	XS	S	M	LG	XL		
CEO		X	X	X	X		214
CFO		X	X	X	X		215
Investment Counselor #1		X	X	X	X		216
Investment Specialist #1		X	X	X	X		218
Relationship Associate #1		X	X	X	X		220
Investment Counselor #2				X	X		217
Investment Specialist #2				X	X		219
Relationship Associate #2				X	X		221
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
T. Rowe Price				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Investment Counselor	\$8.00	\$7.84	\$5.84	\$4.50
Investment Specialist	\$8.00	\$7.84	\$5.84	\$4.50
Relationship Associate	\$8.00	\$7.84	\$5.84	\$4.50



JA BizTown®

Student Job Assignments -Wells Fargo (Newspaper)

Business Name and Positions						Student Names	Account #
Wells Fargo Community Newspaper	XS	S	M	LG	XL		
CEO	X	X	X	X	X		108
CFO	X	X	X	X	X		109
Community Editorial Director #1	X	X	X	X	X		110
Community Outreach Reporter #1	X	X	X	X	X		112
Community Outreach Specialist #1	X	X	X	X	X		115
Photographer #1	X	X	X	X	X		117
Photographer #2			X	X	X		118
Philanthropy Director			X	X	X		138
Community Outreach Reporter #2			X	X	X		113
Community Outreach Specialist #2				X	X		116
Community Editorial Director #2					X		111
Community Outreach Reporter #3					X		114
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check R Balance (net deposit for savings)
Wells Fargo Community Newspaper				
CEO	\$9.00	\$8.82	\$6.82	\$5.5
CFO	\$8.50	\$8.33	\$6.33	\$4.8
Community Editorial Director	\$8.00	\$7.84	\$5.84	\$4.5
Community Outreach Reporter	\$8.00	\$7.84	\$5.84	\$4.5
Community Outreach Specialist	\$8.00	\$7.84	\$5.84	\$4.5
Photographer	\$8.00	\$7.84	\$5.84	\$4.5
Philanthropy Director	\$8.00	\$7.84	\$5.84	\$4.5



Student Job Assignments -Northrop Grumman

Business Name and Positions						Student Names	Account #
Northrop Grumman	XS	S	M	LG	XL		
CEO		X	X	X	X		154
CFO		X	X	X	X		155
Design Engineer #1		X	X	X	X		156
Manufacturing Engineer #1		X	X	X	X		158
Test Engineer #1		X	X	X	X		161
Design Engineer #2				X	X		157
Test Engineer #2				X	X		162
Manufacturing Engineer #2					X		159
Manufacturing Engineer #3					X		160
						Total of All Salaries	
						Total Budgeted Operating Costs	
						Total Business Costs	
						Loan Interest Percentage	
						Amount of Loan Interest	
						Total Loan Amount	

Pay Rate Amounts (To be used to fill out Check Register)				
Business Name and Position	Gross Salary	Net Salary (after taxes)	First Net Deposit Amount (after \$2 less cash received is deducted)	Check Register Balance (net deposit for savings)
Northrop Grumman				
CEO	\$9.00	\$8.82	\$6.82	\$5.50
CFO	\$8.50	\$8.33	\$6.33	\$4.80
Design Engineer	\$8.00	\$7.84	\$5.84	\$4.50
Manufacturing Engineer	\$8.00	\$7.84	\$5.84	\$4.50
Test Engineer	\$8.00	\$7.84	\$5.84	\$4.50

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