

JA BizTown Jobs

Student Job Assignments

Directions: Using the JA BizTown Staffing Model on page 1 as a guide, identify your school's group size, and mark a ✓ in column 1 next to each position you need to fill. **If you have more than 130 students**, please contact your BizTown Manager for placement options. Record the assigned student employee's name next to the business positions listed below. Remember, you may not be assigning every job.

Email this completed form to the JA BizTown Manager. **Please wait for approval BEFORE announcing job placements to students.** Please bring your approved Student Job Assignments form with you to JA BizTown on the day of your visit.

School Name: _____

Total # of Students Placed: _____

Mark with ✓ if	Acct #	Business Name and Position	Note	Student Name
First Horizon Bank				
✓	101	CEO		
✓	102	CFO		
✓	103	Personal Banker #1		
✓	104	Personal Banker #2		
✓	105	Personal Banker #3		
	106	Personal Banker #4	(only for groups of 115 or more)	
✓	107	Financial Services Manager #1		
	108	Financial Services Manager #2	(only for groups of 85 or more)	
PNC Solution Center				
✓	109	CFO		
✓	110	Attorney (CEO)		
✓	111	CPA #1		
	112	CPA #2	(only for groups of 115 or more)	
✓	113	Insurance Agent #1		
	114	Insurance Agent #2	(only for groups of 105 or more)	
✓	115	Property Manager #1		
	116	Property Manager #2	(only for groups of 90 or more)	
✓	117	Electric Meter Reader #1		
	118	Electric Meter Reader #2	(only for groups of 90 or more)	

City Hall

√	119	Mayor		
√	120	Town Treasurer		
√	121	IRS Agent #1		
	122	IRS Agent #2	(only for groups of 105 or more)	
√	123	Communication Director		
√	124	Social Media Manager	(only for groups of 95 or more)	
	125	Photographer		
√	126	Law Enforcement Officer #1		
	127	Law Enforcement Officer #2	(only for groups of 75 or more)	
	128	Parks and Rec. Director		
	129	Public Works Director		

Creative Solutions

√	130	CEO		
√	131	CFO		
√	132	Sales Manager #1		
	133	Sales Manager #2	(only for groups of 85 or more)	
	134	Sales Manager #3	(only for groups of 120 or more)	
√	135	Product Designer #1		
	136	Product Designer #2	(only for groups of 95 or more)	
	137	Product Designer #3	(only for groups of 115 or more)	
	138	Interior Designer #1		
	139	Interior Designer #2	(only for groups of 95 or more)	

Dollar General

√	140	CEO		
√	141	CFO		
√	142	Sales Manager #1		
	143	Sales Manager #2	(only for groups of 80 or more)	
	144	Sales Manager #3	(only for groups of 115 or more)	
	145	Product Analyst #1	(only for groups of 75 or more)	
	146	Product Analyst #2	(only for groups of 100 or more)	

Journeys				
v	147	CEO		
v	148	CFO		
v	149	Sales Manager #1		
	150	Sales Manager #2	(only for groups of 80 or more)	
	151	Sales Manager #3	(only for groups of 115 or more)	
	152	Product Analyst #1	(only for groups of 75 or more)	
	153	Product Analyst #2	(only for groups of 100 or more)	
Mars Petcare Adoption Center				
v	154	CEO		
v	155	CFO		
v	156	Adoption Specialist #1		
	157	Adoption Specialist #2	(only for groups of 80 or more)	
	158	Adoption Specialist #3	(only for groups of 120 or more)	
	159	Animal Rescue Specialist #1	(only for groups of 75 or more)	
	160	Animal Rescue Specialist #2	(only for groups of 100 or more)	
Memorial Foundation Philanthropy Center				
v	161	CEO		
v	162	CFO		
v	163	Giving Manager #1		
	164	Giving Manager #2	(only for groups of 100 or more)	
v	165	Event Manager #1		
	166	Event Manager #2	(only for groups of 90 or more)	
	167	Event Manager #3	(only for groups of 120 or more)	
Construction				
v	168	CEO		
v	169	CFO		
v	170	Project Manager #1		
	171	Project Manager #2	(only for groups of 100 or more)	
v	172	Electrician #1		
	173	Electrician #2	(only for groups of 105 or more)	
v	174	Plumber #1		
	175	Plumber #2	(only for groups of 105 or more)	
v	176	Carpenter #1		

	177	Carpenter #2	(only for groups of 125 or more)	
v	178	HVAC Technician #1		
	179	HVAC Technician #2	(only for groups of 125 or more)	
Amazon Radio Station/Studio				
v	180	CEO		
v	181	CFO		
v	182	Advertising Executive #1		
	183	Advertising Executive #2	(only for groups of 85 or more)	
v	184	Reporter #1		
	185	Reporter #2	(only for groups of 95 or more)	
v	186	DJ #1		
	187	DJ #2	(only for groups of 75 or more)	
v	188	Studio Manager #1		
	189	Studio Manager #2	(only for groups of 105 or more)	
Slim & Husky's Restaurant				
v	190	CEO		
v	191	CFO		
v	192	Food Manager #1		
	193	Food Manager #2	(only for groups of 80 or more)	
	194	Food Manager #3	(only for groups of 110 or more)	
v	195	Beverage Manager #1		
	196	Beverage Manager #2	(only for groups of 80 or more)	
	197	Beverage Manager #3	(only for groups of 120 or more)	
v	198	Sales Manager #1		
	199	Sales Manager #2	(only for groups of 85 or more)	
	200	Sales Manager #3	(only for groups of 120 or more)	
Nashville PBS				
v	201	CEO		
v	202	CFO		
v	203	Sponsorship Manager #1		
	204	Sponsorship Manager #2	(only for groups of 110 or more)	
	205	Sponsorship Manager #3	(only for groups of 125 or more)	
v	206	Reporter #1		
	207	Reporter #2	(only for groups of 95 or more)	
v	208	Videographer/Editor #1		

	209	Videographer/Editor #2	(only for groups of 110 or more)	
√	210	Host #1		
	211	Host #2	(only for groups of 85 or more)	
√	212	Producer/Director		
The UPS Store				
√	213	CEO		
√	214	CFO		
√	215	Delivery Driver #1		
√	216	Delivery Driver #2		
	217	Delivery Driver #3	(only for groups of 110 or more)	
√	218	Stock Manager #1		
	219	Stock Manager #2	(only for groups of 90 or more)	
	220	Stock Manager #3	(only for groups of 125 or more)	
Wellness Center				
√	221	CEO		
√	222	CFO		
√	223	Health Care Manager #1		
	224	Health Care Manager #2	(only for groups of 90 or more)	
	225	Health Care Manager #3	(only for groups of 110 or more)	
	226	Health Care Manager #4	(only for groups of 125 or more)	
√	227	Health Care Technician		
√	228	Nutritionist #1		
	229	Nutritionist #2	(only for groups of 95 or more)	
	230	Fitness Manager #1	Must have both #1 and #2 (only for groups of 125 or more)	
	231	Fitness Manager #2		