



KPLR 11 Administrative Assistant

You are responsible for the distribution of invoices and collection of payments for KPLR 11 as well as turning on/off the televisions in each business. You will be escorting the business representatives to KPLR 11 for their interview. You should interact with your customers in a friendly, courteous manner.

DURING THE BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Review the **Administrative Assistant Checklist**. Practice speaking politely and explaining why you are visiting the business.

DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

1. Take a remote and turn on all televisions in JA BizTown. **DO NOT ADJUST THE VOLUME**. You will find the TVs in each business up high in a corner. The TV's take about 20 seconds to turn on, so be patient. Take your **Administrative Assistant Checklist** with you as well.
2. While you are waiting, remind each CEO that a specific person has been selected to be interviewed from their business and inform the CEO which employee. The employee should practice his or her prepared speech before it is time for their interview.
3. You will visit all JA BizTown business CEOs about the KPLR 11 interview at the appropriate time according to the schedule. Use the following procedure to find the business representative for each interview.
 - a. Ask for the specific employee on the **Administrative Assistant Checklist** for the live interview.
 - b. Make sure that the representative has practiced their interview and has any experiment/prop needed for the television interview.
 - c. Escort the representative to KPLR 11 for the interview.
 - d. Be sure that each business representative is interviewed. The business is paying for this interview.
 - e. Be sure to place check marks in the columns on your checklist as you complete your tasks.



4. You will visit all JA BizTown business CEOs about the KPLR 11 invoice. Put a checkmark in the correct columns for that business on the **Administrative Assistant Checklist** as you complete the following steps in each business. Use the following procedure to collect payment.
 - a. Get the printed KPLR 11 Invoices from your CEO.
 - b. Go to a business and introduce yourself to the CEO.
 - c. Give the KPLR 11 Invoice to each business CEO on the KPLR 11 Administrative Assistant Checklist, and explain that you will return later for payment if it is not ready.
 - d. Otherwise, collect payment for the KPLR 11 Invoice and give the check to the CFO.
 - e. Continue until all payments have been collected from every business.

OTHER TASKS TO BE COMPLETED DURING THE DAY

1. At the end of the day before the Closing Town Hall meeting turn off all the televisions.
2. Assist with business clean-up at the end of the day. Recycle all used paper into the **blue** recycle bin.

Congratulations on a job well done!