

- 1) Keeping the Three Ring Circus Inside the Tent
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- 2) What dueling roles do you have?
 - a) Student Accommodations
 - b) Academic Advisor
 - c) Counselor
 - d) Professor
 - e) Behavioral Intervention Team (member vs leader)
 - f) Interpreter/Captionist
 - g) Student Conduct
 - h) Employee Accommodations
 - i) Sexual Misconduct/Title IX
 - j) Others??
- 3) Do you ever feel like things are just a bit out of control because of all your roles? Or have you ever been put into an awkward situation because of your roles?
- 4) Some options...
 - a) Have separate email addresses for separate roles that are all visible when you log into your email. Send and receive out of that box for that item.
 - b) Have a separate email signature for each role...your signature should not be the "advertisement" for all your office does.
 - c) Have brochures/handouts/email campaigns that explain the multiple roles of your office as appropriate.
 - d) Set up time blocks or days for various roles if/when possible
- 5) More options...
 - a) When meeting with others, be sure to clarify which role you are currently "in."
 - b) If a meeting jumps into a topic that would require you to be in an alternate role, determine what needs to happen.
 - c) Discuss with supervisors and co-workers unacceptable conflicts and plans to prevent them
- 6) What tricky situations have you encountered with the roles you fill?