

Keeping the Three Ring Circus Inside the Tent

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What dueling roles do you have?

- Student Accommodations
- Academic Advisor
- Counselor
- Professor
- Behavioral Intervention Team (member vs leader)
- Interpreter/Captionist
- Student Conduct
- Employee Accommodations
- Sexual Misconduct/Title IX
- Others?



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?



Some options...

- 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.
- Have a separate email signature for each role...your signature should not be the “advertisement” for all your office does.
- Have brochures/handouts/email campaigns that explain the multiple roles of your office as appropriate.
- Set up time blocks or days for various roles if/when possible



More options...

- When meeting with others, be sure to clarify which role you are currently “in.”
- If a meeting jumps into a topic that would require you to be in an alternate role, determine what needs to happen.
- Discuss with supervisors and co-workers unacceptable conflicts and plans to prevent them



What tricky situations have you encountered with the roles you fill?

