# Adapted from I'm the only DSS person on campus! Powerpoint.

# 1. I’m the only DSS person on campus! One person offices & how we make it work for us & our colleges

## Laura Cherry Akgerman, Ohio Dominican University

## Leslie Taylor, Methodist Theological School

# 2. One person DSS office

## **It’s a lot of work!**

## **Establish procedures & schedules early**

## **Time management**

## **Templates**

## **Listserves**

## **Multiple job titles**

### **DSS coordinator, and, and, and…**

# 3. One Person DSS office

## **Establishing policy**

## **Pre-semester preparations**

## **Books in e-format (current students)**

## **Initial meetings/intake**

## **Accommodations letters**

## **Test taking/proctoring**

# 4. One Person DSS Office

## **Best parts about being a one person office**

### **Collaboration**

### **Autonomy**

### **Accountability**

### **Creativity**

### **Student rapport**

### **Scheduling**

# 5. One person office

## **Hardest parts about being a one person office**

### **Time scarcity**

### **Limited resources**

### **Student to coordinator ratio (esp. during finals week!)**

### **Irate parents & students**

### **Limited visibility**

### **No one understands me (sometimes)**

### **Scheduling**

# 6. Why I love my job

