



# NC Central UNIVERSITY

## School of Law

### Office of Career and Professional Development *newsletter*

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## DEAN'S CORNER

Official Newsletter of the Office of Career Services &  
Professional Development

The Office of Career Services and Professional Development provides career and professional development assistance to the students and alumni of North Carolina Central University School of Law. We do so by offering a number of programs, workshops, online resources, office resources and other opportunities to facilitate career and professional development. We are located on the main floor in Suite 160 across from the Great Hall. Please stop in to see us.

Whether you're seeking a summer internship, your first job, or you're contemplating a job change, our office is available to help you by offering:



- On Campus Interview programs
- Job Postings
- Career Education and Professional Workshops and Programs
- Resume and Cover Letter Reviews
- Mock Interviews
- Job Fairs (local and out of state)
- Individual assistance with one of our staff members
- LinkedIn Group
- Online Resources accessible via Symplicity (our online Career Services Management tool)
- Professional Networking Opportunities

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**Congratulations,**

**Zaria S. Graham**

**Class of 2024**

**Zaria has accepted an externship with the New York State Office of Attorney General Crime Task Force. Zaria will gain valuable experience and bolster her skills!**

**Way to go Zaria!!!!**



# 2022 1L PATH TO SUCCESS



NCCU

October

3rd

Career Services Outreach to 1L's

October

7th

1Ls Gain Access to Symplicity

October

19th

Symplicity Orientation

October

26th

Resume Blitz

October

31st

Cover Letters, Email Etiquette &  
Thank you Notes

November

9th

Actively Job Search

## OTHER HELPFUL TIPS AND SUGGESTIONS:

- Join 1 or 2 law school organizations
- Network, Network, Network
- Stop by Career Services to discuss your career goals
- Create/ update your LinkedIn Profile
- Regularly check Symplicity and other job banks/ search engines for internship opportunities (ex: Leadership Council on Legal Diversity -<https://www.lclcdnet.org>)
- Find a mentor we have programs to help with this
- You should have one writing sample by the end of 1L year.



## Why is Investing Time in Increasing Your Network Essential to Increasing Your Net worth?

LinkedIn is a tool that can help you connect, help you develop professional relationships, and assist you with finding a career.

LinkedIn internal research shows having a profile picture on your personal LinkedIn page increases views 14x over profiles with no picture. Take time to create a standout profile by drafting a summary full of keywords in your industry. For example, if you want to be a litigator, your headline might say: “Advanced Moot Court Team Member and Certified Law Clerk Advocating for the Rights of Others.”

**Connect with People:** Once you’ve completed your profile, start making connections!

Connect with other law students, professors, undergraduate classmates, high school, family, friends, former co-workers, anyone in your email list, and professionals in and outside of the area of law. Be sure to personalize your LinkedIn invitations.

Be Responsible | Be Professional | Be Ethical | Be Intentional

**Join Groups** related to your area of interest: You can also grow your network by joining “Groups.” Most law schools and corporations have groups. As a group member, you are allowed to see the full profiles of group members and contact them directly. In addition, you can search specific practice areas, employers, cities, or other parameters within the group.

LinkedIn’s Learning Center offers amazing online tutorials on how to use LinkedIn professionally — see <http://learn.linkedin.com/>.

### According to Apollo Technical Research:

- **More than 90% of recruiters use LinkedIn weekly.**
- **7 seconds between every LinkedIn hire**
- **LinkedIn’s userbase is approximately 706 million.**
- **20 million open jobs listed**



# NCCU



Attention 3LS & 4LES

# **BAR EXAM AND CAREER READINESS DINNER**



You are cordially invited to attend the  
bar exam and career readiness luncheon

Please RSVP  
for Food

Monday, October 17, 2022 at 5:00 PM In Great Hall

**Come and discuss your Bar Prep plans, discuss  
where you plan to take the Bar and explore career  
options.**



# HOW TO USE YOUR JD IN THE SECURITIES INDUSTRY

Wednesday

 **19**  **Noon**

 **Fishbowl**

Attention Legal Eagles!!!!  
Come hear Attorneys  
Shawnda Martin and  
Steven Forbes discuss their  
paths into the Private  
Securities practice area which  
is a niche lucrative field!!!!

**Jersey Mike's will be  
provided, so please RSVP!!**



**Attorney Shawnda Martin**  
c/o 2015



**Attorney Steven Forbes**  
c/o 2016





JCPenney



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NCCU NATIVE AMERICAN LAW STUDENT ASSOCIATION &  
NCCU DEPARTMENT OF DIVERSITY AND  
INCLUSION PRESENT:

# 4TH ANNUAL SOARING EAGLE POWWOW

## What to expect:

- Authentic Native American Food
- Drum Groups
- Head Dancers
- Craft Vendors



## NOVEMBER 12TH

**Location:** NCCU Student Center  
511 Nelson St., Durham, NC

**Time:** 12:30pm- 4:30 pm

**General Admission:** \$5

NCCU Students & Ages 0-5 & Senior Citizens are FREE

**Everyone is welcome!!**





## **Graduate Administrative Assistant (GAA) for the Office of Community Engagement and Service and International Affairs**

The GAA will jointly support both the Office of International Affairs (OIA) and the Office of Community Engagement and Service (OCES) for **up to 10 hours each for a total of 20 hours per week**. The GAA in this position will work in-person. Office space will be provided.

*This GAA will support the operations of the OCES with campus and community partners. Duties include:*

Assist partners incorporating service opportunities that will engage students in a learning experience, support the partner and impact the community

Monitor Partnerships on the volunteer software

Assist with logistics of large-scale community service projects

Provide occasional clerical support for partner contact

*The GAA will support the operations of the OIA with campus constituents. Duties include:*

General administrative office duties

Assist OIA team members in the planning and logistical details of OIA events, and programming.

Work with OIA team to support Public Relations/Marketing/Social Media

### **Knowledge, Skills, and Abilities:**

- Must meet the criteria for eligibility for GAA funding
- Ability to write non-technical documents
- Ability to learn new software and provide support
- Understand the use of social media tools
- Some background with surveys, evaluations, and assessments
- Flexible and willing to work with a team

Please send a cover letter and resume to [communityengagement@nccu.edu](mailto:communityengagement@nccu.edu).