



# NCCentral UNIVERSITY

School of Law  
Office of Career Services and  
Professional Development  
*newsletter*



## DEANS CORNER

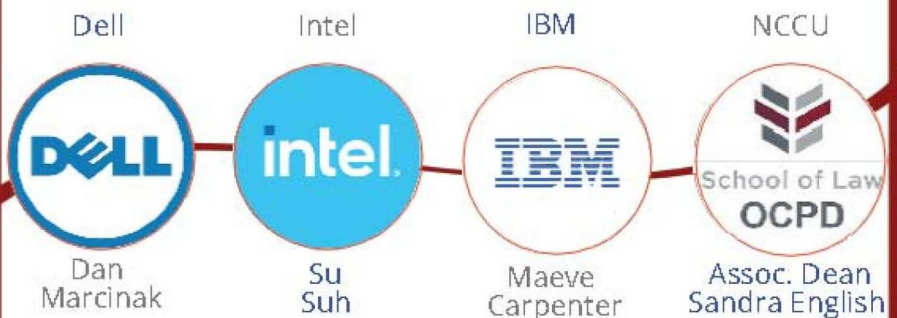
**G**reetings Legal Eagles,

Please join us for the Mentoring Program Kick-off today at 5 p.m. in the Great Hall! Take a study break at 5:00 p.m. and hear about how you can be a part of the Dell, IBM, Intel and/or the NCCU mentoring program.

### Office Hours

Mon 9 am-5 pm  
Tues 9 am-7 pm  
Wed 9 am-5 pm  
Thurs 9 am-5 pm  
Fri 9 am-5 pm

**NCCU Mentoring Program Kick-off**  
**Monday, September 26**  
**5:00 - 5:50 p.m.**  
**Great Hall**



Come hear program administrators and students from the above programs discuss the benefits for each mentoring program, and learn how to join the program of your choice.



Please RSVP by Friday, September 23. Food will be provided!

# Fall 2022 1L PATH TO SUCCESS

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
- Stop by Career Services to discuss your career goals
- Create/update your LinkedIn profile
- Join the NCCU mentoring program
- By the end of your first semester you should have one writing sample
- Regularly check Symplicity, other job banks, and search engines for internship opportunities (ex: Leadership Council on Legal Diversity -<https://www.lclidnet.org>)

**(Stay tuned for the Spring path)**

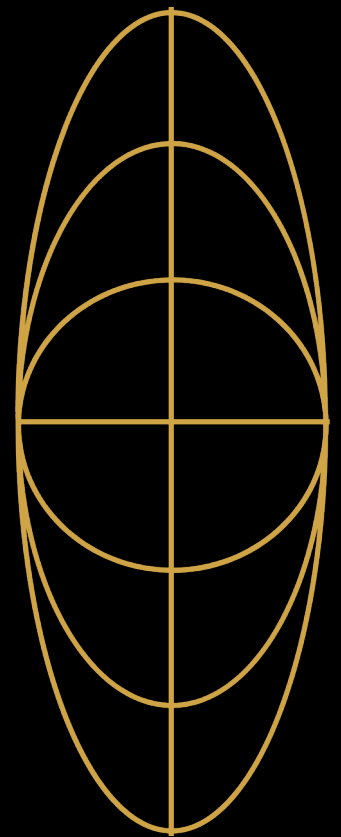


# DRESS FOR SUCCESS

## The James Smith Whitlock III Clothing Closet

James Smith Whitlock III graduated from NCCU in 2014. He passed away on March 23, 2017. On behalf of James, his family donated Brooks Brother's suits, belts and shoes to start a clothing closet here at NCCH School of Law.

We will be obtaining female professional attire to add to this closet. We plan to roll-out the closing closet by late fall early spring for students to access.



# Professional Dress

Dressing professionally never goes out of style! You have one chance at a first impression and outward appearance is the first part of that impression. Proper grooming and attire are essential elements to this. You can never go wrong with a classic navy, black, or gray suit or dress. Hair and nail grooming also does not go unnoticed. While the legal profession and trends are changing, the legal dress code still remains classic and conservative. It is always a good idea to know the culture of your work environment and dress accordingly but you can never go wrong with conservative and classic dress.

**If you would wear it to the club typically it is not appropriate professional attire!**

When in doubt ask yourself, can I stand in court with this on? If there is any question in your mind or you can not definitively say yes, then do not wear it to the office or for an interview.

Having a blazer on with extremely short shorts does not negate the fact that your bottom is scantily clad nor does it make your outfit professional. Wearing pajamas to an online interview is not professional.

## What not to wear:

- Pajamas
- Jeans
- T-shirts
- Bedroom Slippers
- Bonnets/Durags
- Distracting accessories
- Shorts
- Hats
- Flip flops

## Appropriate attire:

- Suit
- Knee length dress
- Blazer
- Dress shoes
- Moderate accessories
- Dress shirt
- Tie
- Blouse
- Belt

Put yourself in the shoes of the interviewer, would you hire you with the attire you have selected. If you would then ask yourself if someone a generation older than you would wear this to work. Being well groomed and professionally dressed can make or break your interview. If you have questions or need help with making these decisions or knowing what to wear feel free to drop by our office located in suite 160 across from the Great Hall.



JCPenney

# Suit-Up Event



**Contact for more information:**

Charles Jennings

[cjenni13@nccu.edu](mailto:cjenni13@nccu.edu), (919) 530-6198

**Styles for hire**

Your future just got brighter! Shop the latest careerwear, shoes, jewelry, handbags, luggage and beyond.

**JCPenney Beauty**

Put your best face forward with interview-ready makeup, skincare, grooming and more. Find even more online at [jcp.com/beauty!](http://jcp.com/beauty!)

**JCPenney Salon**

Turn up the style with locks of savings. New clients get 20% off their service with a Designer or Sr. Designer.

**JCPenney Portraits by Lifetouch**

Get professional headshots starting at just \$29.99. Schedule your session at [jcportraits.com](http://jcportraits.com).

**Extra 30% Off\***  
select careerwear, shoes & accessories

\*When you use the Extra 30% Off coupon available at event. Student ID required.

**Contactless shopping**  
Visit [jcp.com](http://jcp.com) to order free same-day pickup—in store or curbside.



**Online Event | September 1-October 31**  
To receive the Extra 30% Off Suit-Up coupon, text **NCCU** to **67292**  
Shop online at [www.jcpenney.com/m/suit-up-view-all](http://www.jcpenney.com/m/suit-up-view-all)

**Division of Extended Studies**  
**Social Media Content Creator Intern**

NCCU Division of Extended Studies and NCCU Online is seeking a digitally savvy and experienced social media specialist intern to create and execute our short-form videos (Tik Tok, Reels, Youtube, etc.), marketing strategies, and drive engagement to Extended Studies social media platforms.

The social media content creator intern is responsible for a number of interconnecting areas within the Division of Extended Studies, including the following duties:

- Create and adjust social media strategies to improve marketing efforts and recruit students to Extended Studies initiatives: Summer School, Continuing Education, Enrollment Management, External Partnerships and Online Degree Programs.
- Develop social media content plans that are consistent with the unit's brand identity.
- Suggesting recommendations to adjust the social media marketing strategy for optimal results.
- Expand DE/Online programs presence on major social media platforms.
- Follow and contribute to conversations among users.
- Recommend the design of social media landing pages and profiles.
- Manage online reviews and reputation building.
- Work with other departments, DE Coordinators and Extended Studies Staff to collect information and promote brand consistency.
- Creating consistent, meaningful content on all social media platforms, including writing and editing social media posts, improving customer engagement, and promoting social media campaigns.
- Coordinate with the division, campus partners, and community to gather content ideas for social media platforms. Collaborate and communicate with Marketing/Social Media Team Members.
- Meet monthly with the Marketing/Social Media Committee.

**Required Knowledge, Skills and Abilities:**

1. Knowledge of creating posts on social media platforms
2. Ability to work independently and with a team
3. Ability to create and edit videos
4. To take initiative to see the projects and assignments through to completion
5. Excellent written, oral, presentation, and editing skills
6. Ability to use Zoom, WebEx, and MSFT Teams
7. Track social media engagement to identify high-performing ideas and campaigns for scalability
8. Great interpersonal skills to interact effectively and diplomatically with a wide range of individuals in a fast-paced work environment

**Hiring Department:** Division of Extended Studies

**Minimum Education/Experience:** Junior, Senior and/or Graduate Student. Student must be currently enrolled as a part-time or full-time student at NCCU.

**Appointment Type:** .50 FTE – 20 hours/week, 12 months (Fall, Spring and Summer) excluding holidays and University closures.

**Work Schedule:** Flex option

**Hiring Range:** \$15.00 to \$18.00 an hour

**Submit Cover Letter and Resume to:** [nccuonline@nccu.edu](mailto:nccuonline@nccu.edu)

**Submission Deadline:** October 7, 2022

**Proposed Start Date:** November 1<sup>st</sup>