



Duquesne University School of Law

Career Services Office

Spring 2021 – FAQ

- **Will the Career Services Office (CSO) be open this semester?**

Yes. We will maintain our normal office hours of Monday-Thursday from 8:00 a.m. – 6:00 p.m. and Friday from 8:00 a.m. – 5:00 p.m. When the office is open, we will be available for limited walk-in meetings (see below), and our usual go-to supplies for interview emergency fixes (like lint brushes or safety pins), snacks, and general assistance. We ask that visitors to the office take note of any new spacing or signage when they're inside the CSO.

The CSO staff will work on-site and remotely during this time. Marlene Dimoff, CSO Administrative Assistant, will work onsite on Monday & Tuesday. Maria Comas, CSO Director, will work onsite Wednesday-Friday. We will work remotely on the days we are not in the office. You may reach us by email at dimoffm@duq.edu or comas@duq.edu, or via telephone at 412-396-6559.

- **How do I schedule a meeting?**

The best way to schedule a meeting is to send us an email noting the dates and times you are available based on your class or work schedule.* To maintain everyone's health and safety, pre-scheduled meetings will take place via Zoom or telephone, as the student prefers.

- **What if I just have a quick question? Can I stop by the Career Services Office?**

Yes. For quick questions, we offer student walk-in hours, both virtually and in the office. Although we prefer Zoom or phone meetings this semester, we can meet briefly in the office as long as the discussion will take 10 minutes or less.

Virtual Student Walk-In Hours will be available every day according to this schedule:

Monday: 12:00-1:00 p.m. and 5:00-6:00 p.m.

Tuesday: 3:00-4:00 p.m.

Wednesday: 5:00-4:00 p.m.

Thursday: 4:00-6:00 p.m.

Friday: 12:00-1:00 p.m.

For security purposes, the Zoom links for these virtual meetings will be emailed to all students and they will be posted on the "Career Services (Law)" Blackboard site as an

Announcement. In the event the virtual student walk-in hours have to be cancelled on any particular day, notice will be posted on Blackboard.

- **Is someone available to review my resume and cover letter?**

Yes. Please email your resume, cover letter, or other application documents to comas@duq.edu. In order to limit the exchange of paper during this time, please email your documents to the CSO for review rather than bringing them into the office. We can discuss your documents via email, Zoom, or phone.

- **Where can I find sample resumes and cover letters?**

The CSO created a Blackboard site called “Career Services (Law)” where we house many resources of interest to law students. Sample resumes and cover letters are among the resources available on that site.

- **What will the programs/events sponsored by Career Services look like? Will they all be virtual or will some events be in person?**

Our programs and events will be held virtually this semester. We are planning a full slate of programs that will focus on various practice areas, professionalism topics, and networking events. We will continue to engage with law alumni, judges, attorneys, and other professionals as we deliver beneficial and educational programming to you.

- **What if the door to Career Services is closed and I can see someone inside?**

At times, we may need to close our office door. In those instances, we will post a sign on the door noting when the office will re-open.

- **Do you have a question that wasn't covered here?**

Please contact us so we can address your question. We are here to help you – in person or virtually – so please don't hesitate to reach out about anything.