

## **Addendum to Resume Cover Letter**

### **Frank Key**

#### **Applicant – Director, LMU Office of Black Student Services**

##### My History with and for LMU

A little over twenty-one years ago I began my educational journey at Loyola Marymount University as an entering freshman. I had been offered full-scholarship or full-aid admission to a bevy of other competitive institutions; USC, UCLA, UC Berkeley, Pepperdine University and a handful of others. My dream for most of my adolescent life had been to attend UCLA. However, that all changed very late into my senior year after having been afforded an opportunity to visit LMU. Our host for my high school's visit to LMU was at the time one of LMU's newest additions to the Office of Undergraduate Admission, Mr. Charles Mason.

Mr. Mason graciously hosted me and my senior class cohort during our day visit to campus offering us an in-depth campus tour, an admission and financial aid workshop, a thought provoking personal development session, and to top it all off, he provided us with a nourishing meal. After having spent the entire day visiting LMU, I had been convinced, LMU was indeed the best place for me to pursue my undergraduate studies. What stood out most to me were the strength of the academic offerings, the opportunities to serve and lead, the sense of community within the small campus setting, the opportunities to be mentored by faculty and staff, and most striking was the overwhelming sense of transformation that had stirred in me since having stepped foot on campus earlier in the day. I knew for certain on that very same day, that I had begun a life-long journey of growth and transformation with LMU.

One of my very first jobs on-campus as an undergraduate student was serving as the OBSS Co-Coordinator during my sophomore year. I had applied to be an OBSS Peer Mentor (APP Counselor), but after having interviewed for the position, the then Director, Mr. George Morten decided to allow me the opportunity to co-manage the newly hired group of OBSS Peer Mentors. My sophomore year spent working in OBSS was a rewarding one. The following year as a junior, I found myself wanting to address the need for increasing enrollment at LMU of students from underrepresented populations. And thus, I found myself in a new position as an Undergraduate Admission Intern. I had the opportunity to work with a dedicated person who I quickly adopted as a mentor, Mr. Charles Mason; the very same gentleman whom had been responsible for my decision to attend LMU instead of UCLA. Needless to say, our combined efforts were responsible for a noticeable enrollment increase in the following year from African American and Latino/a students. During that very same school year, when elected by the African American student community to lead a student demonstration/protest, our student demonstration leadership board coined the term, "FAMILY," to represent our entire LMU African American community; faculty, staff, administrators, students, parents and alumni. FAMILY, a powerfully descriptive term representative of our African American campus collective still in use today.

Since my days as an undergraduate and student leader on campus, I have continued my relationship with LMU in a variety of ways. I have worked professionally as the Director of New Student Orientation, as an Undergraduate Admission Counselor and as an Enrollment Management Consultant. I have served as one of the founding members of the LMU African American Alumni Association (AAAA) which was originally called the African American Alumni Network of LMU. I was also involved in the early discussions, planning meetings, and implementation of The Learning Community at LMU program (TLC@LMU). I have proudly and generously donated my time as a volunteer with the Office of Black Student Services, the Office of Undergraduate Admission, the Learning Community at LMU, the African American Alumni Association and the Black Student Union.

LMU and the African American community at LMU, the FAMILY, are near and dear to my heart. For twenty-one years and counting since having first stepped foot on campus as an undergraduate, I have been involved in serving our dynamic university and our student centered community. I am a dedicated partner with LMU, I believe in the university's mission and I believe in the FAMILY that we've all taken part in cultivating since the first Black students enrolled at Loyola University in the mid-late sixties. Our LMU African American community, the FAMILY, is forever changing and evolving and I would like to continue making contributions to the growth of our community as the next Director of the Office of Black Student Services.

## Frank Anderson Key, Jr.

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### **OBJECTIVE**

Seeking to obtain a full-time position as the Director of the Office of Black Student Services within the Division of Student Affairs and the Department of Ethnic and Intercultural Services.

### **EDUCATION**

Loyola Marymount University, Los Angeles, CA May 1996  
Bachelor of Arts – Psychology Minor – Sociology

### **EXPERIENCE**

#### **Undergraduate Admission Counselor**

August 2013 - Present

#### **& Undergraduate Admission Consultant**

October 2009 – May 2013

*Office of Undergraduate Admission, Loyola Marymount University, Los Angeles, CA*

Contracted annually to assist the LMU Office of Undergraduate Admission with diversity recruitment initiatives. Primary responsibilities included the cultivation of relationships with well-performing, public charter high schools, coordination of African American recruitment and yield events, and the development of targeted African American print and digital recruitment campaigns. Additional responsibilities included visiting high schools/community colleges, attending college fairs, and assisting prospective students and parents with both the college admission and financial aid process.

#### **Shift Lead & Mental Health Technician**

September 2009 – April 2013

*Los Angeles Metropolitan Medical Center – Hawthorne Campus, Hawthorne, CA*

Served as the Shift Coordinator and Lead Mental Health Technician at a 64-bed acute psychiatric short-term stay facility in Hawthorne, CA. Primarily responsible for coordinating evening shift assignments for the entire nursing staff (RN, LVN, CNA, & MHT) and direct supervision of eight Mental Health Technicians working on two separate units within the facility. Additional responsibilities include patient intake and assessment, patient care, conflict resolution, crisis management, patient referrals, leading evening counseling groups, recording/charting of patient progress and group attendance, communication with patient care team (Psychiatrist, Medical Doctor, & Nursing Staff), administering recreational breaks, and conducting both environmental safety and patient safety rounds.

#### **Director of College Counseling**

July 2005 – August 2009

*Verbum Dei Jesuit High School, Los Angeles, CA*

Lead administrator responsible for academic and college counseling at an all-male, catholic secondary school (9th-12th Grade) serving economically disadvantaged youth in the south Los Angeles community of Watts and the surrounding area. Responsibilities included the daily operation of the College Guidance Department and the College Guidance Center, management of two professional staff and six college/high school interns, academic scheduling, academic advisement, crisis management and referrals, coordination of college visits (on & off campus), field trips, and workshops, establishment of strategic partnerships with various colleges/universities and non-profit community based organizations, and on-going training/professional development of departmental staff.

#### **Director, New Student Orientation & Undergraduate Admission Counselor**

August 2001 – June 2005

*Office of Undergraduate Admission, Loyola Marymount University, Los Angeles, CA*

Served as the lead administrator and coordinator for both Freshmen & Transfer Orientation programs. Worked closely with various campus departments to facilitate three of the University's largest programs that welcome over 1800 new students to campus annually. Also was responsible for the recruitment and counseling of college-bound high school students and community college transfer students from California, Colorado, and Texas with special emphasis on the recruitment and retention of underrepresented ethnic populations. General recruitment responsibilities included ethnic specific programming, visiting high schools/ community colleges, and assisting prospective students and parents with both the college admission and financial aid process.

#### **Director of Community Relations & Public Affairs Segment Producer**

August 1999 – August 2001

*Radio One Inc., KKBT-FM Los Angeles 92.3 & 100.3 The Beat, Los Angeles, CA*

Served as the Community Relations and Public Policy Advisor for KKBT-FM Los Angeles, 92.3 & later 100.3 The Beat, which at the time was Southern California's top-rated English language radio station. Worked closely with non-profit community based organizations, educational institutions, and public policy makers to ensure that the radio station was responsive to the needs of the diverse communities that it served. Also responsible for

producing a weekly public affairs program entitled, "Street Science with Dominique DiPrima." Production responsibilities included booking professional guests, developing and researching discussion topics, and technical engineering of sound elements.

**Childcare Worker & Educational Coordinator**

June 1997 – August 1999

*Greater Hope Society, Lomita, CA*

Served as a full-time Childcare Worker and Educational Coordinator for a group of eighteen foster children, ages 8-19, living in three separate six-bed placement facilities. Responsibilities included the daily oversight and management of youth clients, assessment of client behavior and special needs, and organization of all educational/cultural enrichment activities including after school study hall/tutoring and field trips/outings. Worked routinely with social workers and mental health professionals to assess the mental and emotional stability of each child in placement. General responsibilities also included administrative/clerical work and daily client notation.

**Educator**

July 1996 – June 1997

*Junipero Serra High School, Gardena, CA*

Served as a secondary school instructor in the subjects of US Government, Economics, and World History. Responsibilities included student/parent interaction, lesson planning, classroom instruction, student assessment, crisis management and referrals, and general supervision of student body. Coordinated faculty retreats and in-service programs. Also served as Assistant Student Activities Director and Faculty Moderator for Student Government (ASB).

**SKILLS**

Promotions and public relations expertise, proficient computer operation skills (IBM/PC Compatible & Apple Macintosh), self-motivated, reliable, detail oriented, efficient problem solver, excellent communication skills, and collaborative.

**AFFILIATIONS**

**Community Coalition**

October 1999 – Present

- Guest Speaker and Community Volunteer

**Korean Youth & Community Center (KYCC)**

October 1999 – November 2004

- Volunteer and Guest Speaker

**LMU Office of Undergraduate Admission**

June 1997 – Present

- Enrollment Management Consultant and Alumni Speaker & Volunteer

**LMU Office of Black Student Services (OBSS)**

August 1997 – Present

- Guest Speaker and Alumni Volunteer

**LMU African American Alumni Association (AAAA)**

November 2000 – Present

- Founding Member and Class Ambassador

**The Learning Community at LMU (TLC@LMU)**

August 2001 – Present

- Guest Speaker and Alumni Volunteer

**NAACP Youth Council – Los Angeles Chapter**

November 2008 – Present

- Volunteer and Guest Speaker

**Verbum Dei High School – College Guidance Department**

August 2009 – Present

- Counseling Consultant and Guest Speaker

**AWARDS**

**National Association for the Advancement of Colored People (NAACP)**

June 2010

- Man of Valor Award

**Loyola Marymount University African American Alumni Association**

February 2009

- Rising Leader Award

**Western Association for College Admission Counseling**

May 2008

- Joseph P. Allen Human Relations Award

**African American Community of Loyola Marymount University**

April 2003

- Villager Award

**Loyola Marymount University**

April 1996

- Sr. Raymunde McKay, RSHM Award

**Loyola Marymount University**

April 1995

- Fr. Alfred Kilp, SJ Award

**REFERENCES**

- Available Upon Request