

SERVICE

Jennifer L. Robinette

My service activities can be divided into two categories: 1) service to the University; and 2) service to the Division of Fine Arts specifically. I serve the University on the Master Calendar Committee and Human Subjects Review Board. The University service component of my position has expanded since my appointment as Satellite Campus Coordinator for Beckley and Lewisburg.

My service in the Division of Fine Arts includes working with the Performing Artist Series, Concord Theatre, and the Art and Music Departments to promote events through PR Workshop and the Box Office. I maintain a website (<http://www.CUBoxOffice.com>) for the Fine Arts Box Office where our Calendar of Events is posted and tickets can be reserved for performances. I also established a [CU Box Office Facebook Page](#) enabling us to distribute notices about events. Since last year, our number of [Facebook Friends](#) has grown from 288 to 342.

I developed the Communication Arts Spring 2012 Class Schedule for the Athens and Beckley campuses. Perhaps most significant to the Division is the grant work we did through PR Workshop that earned \$10,000 of funding for new telephones, two printers, a portable projector, a portable projector screen, an HD video camera, two digital cameras, two audio recorders, two new computers and monitors, a new laptop, Adobe Creative Suite software for the computers and laptop, and a whole host of supplies for the Box Office and PR Workshop.