**Senior Executive Assistant**

 Graduate Studies Office

**Nature of Contract:** Specified Purpose Whole-Time Appointment

**Date Advertised:** Friday, 29th January 2016

**Advertising Media:** UCC Website

**Closing date for receipt of Applications:** Tuesday, 23rd February 2016

**Number of Applications received:** 8

**Date of Shortlisting:** Monday, 7th March 2016

**Number of candidates shortlisted for interview**: 6 Internal (5) External (1)

**Date of Interviews/Seminars:** Monday, 4th April 2016

**Candidate recommended for appointment:** Ms. Niamh Carroll

**Date successful candidate notified:** Tuesday, 5th April 2016

**Date successful candidate accepted:** Tuesday, 5th April 2016

**Start date of position:** Monday, 9th May 2016