**Senior Executive Assistant (x3)**

 International Office

**Nature of Contract:** 5 Year Whole-Time

**Date Advertised:** Friday, 15th January 2016

**Advertising Media:** UCC Website

**Closing date for receipt of Applications:** Thursday, 4th February 2016

**Number of Applications received:** 8

**Date of Shortlisting:** Monday, 15th February 2016

**Number of candidates shortlisted for interview**: 8

**Date of Seminars and Interviews:** Tuesday, 15th March 2016

**Candidate recommended for appointment:** Ms. Anne-Marie Scarry**,** Ms. Grace McHugh, Gerda Coyne

**Date successful candidate notified:** Monday, 21st March 2016

**Date successful candidate accepted:** Monday, 21st March 2016

**Start date of position:** Gerda Coyne – Monday 11 April 2016 **/** Anne-Marie Scarry – Monday 18 April 2016 **/** Grace McHugh – Friday 15 April 2016