RECRUITMENT REPORT

Administrative Assistant, Student Records and Examinations (Examinations)

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| Nature of Contract | Permanent Whole-time |
| Date advertised | 13th April 2017 |
| Advertising Media (Publications/Websites) | UCC Website |
| Closing date for receipt of applications | 11th May 2017 |
| Number of applications received: | 144 |
| Date of shortlisting | 22nd May 2017 |
| Number of candidates shortlisted for interview | Internal | 5 |
| External | 0 |
| Date of Seminars and Interviews | Seminars | N/A |
| Interviews | 21st August 2017 |
| Candidate Appointed | Ms Michelle O’Sullivan  |
| Date successful candidate notified | 23rd August 2017 |
| Date successful candidate accepted | 23rd August 2017 |
| Start date of position | 9th October 2017 |