RECRUITMENT REPORT

Office Manager/Executive Secretary, Office of the President

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| Nature of Contract | Permanent Wholetime |
| Date advertised | 01/09/17 |
| Advertising Media (Publications/Websites) | UCC website, universityvacancies.com, irishjobs.ie  |
| Closing date for receipt of applications | 05/10/17 |
| Number of applications received: | 76 |
| Date of shortlisting | 02/11/17 |
| Number of candidates shortlisted for interview | Internal | 2 |
| External | 2 |
| Date of Seminars and Interviews | Seminars | NA |
| Interviews | 11/12/17 |
| Candidate Appointed | Maria Carroll |
| Date successful candidate notified | 15/12/17 |
| Date successful candidate accepted | 15/12/17 |
| Start date of position | 01/01/18 |