**RECRUITMENT REPORT**

**SENIOR EXECUTIVE ASSISTANT,**

**CENTRE FOR CONTINUING PROFESSIONAL DEVELOPMENT,**

**OFFICE OF THE VICE-PRESIDENT FOR TEACHING AND LEARNING**

**Nature of Contract:** Specific Purpose part-time post (0.5FTE) Anticipated duration of up to 3 years

**Date advertised:** 7th October 2016

**Advertising Media: Publications/Websites:** UCC website

**Closing date for receipt of applications:** 27th October 2016

**Number of applications received:** 8

**Date of shortlisting:** 1st December 2016

**Number of candidates shortlisted for interview:**  Internal - 6

**Date of Seminars and Interviews:** 18th January 2017

**Candidate Appointed:** Ms Caroline Collins

 **Date successful candidate notified:** 18th January 2017 **Date successful candidate accepted:** 18th January 2017 **Start date of position:** 21st February 2017