**RECRUITMENT REPORT**

Senior Executive Assistant, School of Music and Theatre, University College Cork

**Nature of Contract:** Permanent Whole-time

**Date advertised:** 18th November 2016

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

**Closing date for receipt of applications:** 9th December 2016

**Number of applications received:** 8

**Date of shortlisting:** 15th December 2016

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

**Date of Seminars and Interviews:**  10th January 2017

**No of Applicants Appointed:** 1

**Name of Successful Candidate:** Ms Aoife Murphy

**Date successful candidate notified:** 12th January 2017

**Date successful candidate accepted:** 13th January 2017

**Start date of position:** 13th February 2017