



## Inviting inquiries and interest for the position of Assistant Procurement Officer in UGA Procurement

Our team invites inquiries for the open position of *Assistant Procurement Officer* in the Procurement department at the University of Georgia. If you are interested in learning more, please contact Bob Currey at [bob.currey@uga.edu](mailto:bob.currey@uga.edu). All inquiries will be considered confidential.

### *First, a bit about our culture*

Our team operates with a passion for service. We believe in the life-changing work that our faculty, staff and students pursue each day. We take pride in our work and the unique stewardship role we play in supporting that work. We are trusted advisers – working with units across the institution to understand their needs and identify solutions. We are skilled practitioners who strive to make the Procurement process painless and efficient. We believe in developing exceptional team members for growth and advancement, and we believe that every member of our team is a leader. See more on our [Mission](#), [Values](#) and our “[Why](#)” below.

### *About the Position*

The Assistant Procurement Officer plays a pivotal leadership role in the department and across campus. This individual will be responsible for performing complex and high dollar value purchases, supervising procurement staff, and managing large complex projects. This position requires a strong business acumen and the ability to exercise good judgment based on an understanding of State, Board of Regents, and University policies and procedures. This position may represent the department at campus and external events and stands in for the Procurement Officer as needed.

This individual will be involved in key initiatives across campus providing unique visibility and organizational influence opportunities that make this role particularly exciting. Exceptional relationship building, leadership, organizational and time management skills are integral to this position. More than anything, we are seeking an individual who is passionate and driven to succeed, someone who values a strong culture and is excited by the opportunity to have a positive impact on the faculty, staff and students we serve every day.

### *Why UGA*

Every day we are coming up with innovative solutions to the world’s problems and changing lives. At UGA, we are feeding the hungry; we are curing disease; we are lifting families to new heights; we are helping students realize their potential; and much more. When we view our careers through this lens – through the impact of lives changed across the globe – we work with a purpose.

We believe you will find that we have a lot to offer. Our total compensation package is competitive. In addition to a salary and generous benefits package, supplemental benefits like the [Tuition Assistance Program](#) can add significant compensatory value. Finally, the intangible benefits and the opportunity to be a part of something bigger – being part of a legacy spanning more than 235 years – are immeasurable.

If you share the same passion that we do, we hope you will consider this opportunity. If you have questions or would like to learn more, please contact Bob Currey at [bob.currey@uga.edu](mailto:bob.currey@uga.edu).

## *Our Mission*

We **serve as strategic and collaborative business resource** for the UGA Community. We **provide timely, accurate, and compliant procurement solutions** that support the University's goals and objectives. Reflecting the University's broader mission to serve, we **deliver excellent customer service** to our University community as we collectively strive to **better serve one another, our state and our world.**

## *Our Values & Beliefs*

- We believe that our work can genuinely change lives and change the world. Even the hard days are a privilege.
- We provide results, not excuses.
- We believe in humility and gratitude.
- We give our best in even the most menial of tasks, knowing that if we do the small things well, the big things will follow.
- We embrace and celebrate the personal, cultural, and intellectual diversity of our F&A and extended work family and are committed to upholding a welcoming climate of respect, equity and inclusiveness. Diversity makes us stronger.
- We believe in trying new things and taking smart risks. If we fail, we pivot and try something else.
- We strive to overwhelmingly impress.
- We strive to provide the utmost quality of service.
- We are decisive in the face of change and uncertainty.
- We find ways to increase our value and seek out opportunities for growth.
- We make evidence-based decisions, but do not allow analysis to paralyze action.
- We communicate candidly and directly. A culture of candor and authenticity makes us stronger.
- We seek out ways to help others, including customers and team members.
- We are connectors at our core. We look for ways to fortify relationships and connect with others every day.
- We believe that inclusion, active participation, and quality information will advance our University.
- We believe that boundaryless open minds and radical transparency effect change.
- We believe in the good of the whole over the individual.
- We respond to others in a timely and professional fashion.
- We set and communicate realistic expectations. And, we consistently strive to exceed expectations.
- We value each other's time.
- We actively look for areas to create dialogue.
- We aim to “give people more than they expect and do it cheerfully.”
- We aim to epitomize professionalism in our actions.
- We aim to make information simple, organized, timely and effective.
- When in doubt, we ask.
- We pride ourselves on attention to detail and forethought.

- We will be comfortable with uncertainty until we can find the best solution.
- We believe that effective communication and transformational learning are cornerstones of a top-flight organization.
- We believe that most problems have a solution if you look hard enough.
- We lean into challenges and conflict because constructive discourse is often the fastest way to the best solution.
- We look out for one another, take responsibility and do not shift blame.
- We relentlessly challenge the way things have always been done in pursuit of constant improvement.
- We say “Thank You” to everyone.
- We start with "Yes" until otherwise convinced.
- We strive to be at the forefront of all campus-facing information by providing accurate and timely communications.
- We strive to meet your needs by listening.
- We strive to be strategic, transparent and trustworthy to help build a more knowledgeable and more nimble University.

## *Our Team “Why” Statement*

The Procurement Office exists to steward financial resources and champion the world changing work being done by UGA’s faculty, staff, and students. We believe, that by doing our jobs well, we help create a better world today and for future generations. We do this through **collaboration and building partnerships, leveraging our skillsets and knowledge**, and **safeguarding the University’s resources**. We strive daily to be a “friendly face” for our customers and for them to want to work with us again.

## *Here are a few the recent initiatives supported by this position:*

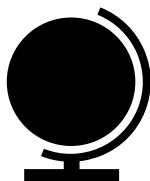
Campus RideShare Program



Research Vessel Retrofits



Study Abroad Programs



Research Equipment

