

**MedStar St. Mary’s Hospital is currently seeking a Human Resources Generalist. Please apply at** [**www.medstarstmarys.org/careers**](file:///C:\Users\dkilgore\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\SCQV4QCL\www.medstarstmarys.org\careers) **or contact 301-475-6018 for more information.**

**The Human Resources Generalist serves as a member of the St. Mary’s Hospital Human Resources Department responsible for developing and implementing strategic initiatives that will result in the successful recruitment and retention of various healthcare professionals (both clinical and non-clinical), with the majority of the time spent devoted to the recruitment and retention of non-clinical professionals.**

**Minimum Qualifications:**

Human Resources Generalist I:

* A Bachelor’s Degree in human resources management, business administration or a related degree is required.
* A minimum of one (1) year of recruitment and/or human resources generalist experience in the healthcare industry is required or a minimum of three (3) years of progressively responsible recruitment and/or human resources generalist experience outside of the healthcare industry is required.

Human Resources Generalist II:

* A Bachelor’s Degree in human resources management, business administration or a related field is required.
* A minimum of five (5) years of progressively responsible recruitment and/or human resources generalist experience in the healthcare industry is required or a minimum of seven (7) years of progressively responsible recruitment and/or human resources generalist experience outside of the healthcare industry is required.
* PHR or other HR related certification

Human Resources Generalist III:

* A Master’s degree in human resources management, business administration or a related field is required.
* A minimum of ten (10) years of progressively responsible recruitment and/or human resources generalist experience in the healthcare industry is required or a minimum of twelve (12) years of progressively responsible recruitment and/or human resources generalist experience outside of the healthcare industry is required.
* SPHR certification or other HR related certification is required.

**Preferred Qualifications:**

Human Resources Generalist I:

* Master’s degree preferred.
* A minimum of two (2) years of leading or co-leading HRIS data management
* PHR

Human Resources Generalist II:

* Juris Doctor
* A minimum of three (3) years of leading any human resources discipline is a plus.
* SPHR

Human Resources Generalist III:

* Juris Doctor
* A minimum of five (5) years of leading any human resources discipline