



UVA Health Services Foundation is seeking a Human Resources and Development Generalist. The Generalist will be a team member who supports the HSF mission by providing comprehensive human resource related services to the population of 450 administrative employees. Specific areas of activity include recruitment and retention, employee relations, benefits, performance management communications, and maintenance of data in the HRIS.

Required qualifications include Bachelor's degree or equivalent related work experience required, 3-5 years of related experience, preferably in an HR-related capacity including recruitment, compensation, employee relations, benefits, payroll and/or HRIS, advanced skills in MS Excel and Word applications, demonstrated accuracy and efficiency with detailed and complex data, excellent written and oral communication skills, administrative and organizational skills with ability to multi-task. Preferred qualifications include recruitment experience in a healthcare setting and PHR or SPHR Certification.

To apply please access the website of www.hsf.virginia.edu and follow the Employment link.

EOE/AA - Drug Free Workplace