Job title: LABOUR RELATIONS OFFICER (LRO)
Role designation: Temporary full-time employee (January-December 2027; 35 hours/week)
Salary range: $7,706 - $10,421 monthly

The Non-Academic Staff Association (NASA) at the University of Alberta is seeking a Labour Relations Officer. The position is on a temporary basis (12 months).

About the organization:
NASA is the union representing more than 6,000 diverse support staff at the University of Alberta and other specific groups of on-campus staff. Labour relations is part of making advances in the working conditions and rights of NASA members and for all workers in the labour movement.

About the role:
As one of NASA's labour relations staff, you will support NASA members through a variety of union services, including interpreting and applying the Collective Agreement, guidance through workplace challenges and disputes, assisting with disability management, and supporting job evaluation and collective bargaining efforts. You will take ownership of your portfolio while collaborating closely with a supportive team. Responsive to the needs of the NASA membership, the dynamic responsibilities of this role will naturally adapt over time.

Minimum Qualifications:
- A valid driver's license and access to a reliable vehicle for work-related travel
- Basic competency in Microsoft Office applications, Google suite, or equivalent
- 5 years of directly-related work experience or the equivalent combined experience and education

Preferred Qualifications:
- Demonstrated research and analytical problem-solving skills
- Ability to manage time effectively and remain organized in high workload situations
- High level of self-awareness and sensitivity to equity, diversity and inclusion
- Well-developed relationship management and conflict resolution skills
- Proficient in written and oral communication and facilitation of presentations
- A basic working familiarity with labour law resources
- An understanding of the post-secondary union environment

We offer pension contributions and a comprehensive employer-paid benefits package, which may be outlined in more detail during the interview process. Only candidates selected for an interview will be contacted.

This is a unionized work environment; NASA employees are represented by CUPE Local 1158.

Please submit a resume and cover letter as a combined PDF no later than 4:00 p.m. on December 1, 2026 to: jocelyn.johnson@nasaunion.ca