



LABOUR RELATIONS OFFICER (LRO)

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

NASA and the University of Alberta has developed an effective relationship based on a commitment to working together to achieve common goals, recognizing that NASA's role is to represent the interests of its members and the University's role is to manage in the best interests of the University. The successful applicant will be expected to provide a range of union services to the membership. These services include interpretation and application of the Collective Agreement; assisting members in resolving disputes and workplace difficulties; assisting as required in collective bargaining; assisting and/or representing members in the job evaluation process; and assisting members with disability management issues.

The LRO works independently with little supervision; fosters and maintains positive working relationships even in times of conflict; works cooperatively to solve problems; and possesses well-developed labour relations and interpersonal skills. The successful applicant will have demonstrated problem-solving and analytical skills, along with time management and decision making skills. They will possess excellent written and oral communications and conflict resolution skills. Working knowledge of Microsoft Office applications and GMail suite (or equivalent) is also required. Frequent travel between campuses/worksites to meet with members is required; candidates must possess a valid driver's license and have access to a reliable vehicle for work-related travel.

The successful candidate will possess an appropriate combination of education and experience, with a minimum of five years' labour relations experience.

We offer a challenging work environment and an attractive compensation and benefits package. The salary range for this position is \$7,481 - \$10,117 monthly. This is a unionized working environment and the staff members are represented by CUPE Local 1158.

Please submit written applications by email no later than **4:00 p.m. September 18, 2025** to:

NASA
1200 College Plaza
8215 - 112 Street, Edmonton T6G 2E1
Email: nasaunionhr@gmail.com

Applicants must be available for an interview on **September 25, 2025**.