

JOB DESCRIPTION

Nebraska Society of Radiologic Technologist Executive Secretary

The NSRT is looking for an organized and self-motivated individual for the role of Executive Secretary. The Executive Secretary reports directly to the NSRT Board of Directors. This position provides the flexibility of a work-from-home environment, with weekly hours ranging from 8-40 hours depending on the needs of the NSRT membership and Board of Directors. Travel to a conference site once a year is required; a limited travel stipend will be available. The NSRT is a professional non-profit organization whose purpose is to advance the professions of radiologic technology disciplines and specialties. Applicants need to be familiar with basic computer skills, email, virtual meeting platforms, and bookkeeping. A degree in radiologic technology is preferred, but not required. Starting salary will be contracted annually with approval by the Board of Directors, based on experience.

Core duties of this position include, but are not limited to:

- Performance of duties typical of a secretary for a professional or business organization. Duties to include but not limited to basic copy/collating, assisting the Board of Directors as directed, oversight and maintenance of membership rosters, maintenance of financial records, and teamwork and communication with all members and NSRT entities.
- Coordination of business meetings, BOD meetings, and functions of the NSRT that include parliamentary procedure and bylaw functions.
- Coordination of all charter functions and requirements as cited by the ASRT.

Benefits of the position include:

- Free NSRT annual membership
- Limited travel stipend to conference events
- Waiver of NSRT conference fees
- Annual continuing education credits

To apply for the position, navigate to:

<https://docs.google.com/forms/d/1r4joODKi8nisKTuvvIOrPts5DDI6xm1UuxfLjMbPKdY/edit>