

SDSRT Webmaster Job Description

Updated (4/2025)

Employer: The South Dakota Society of Radiologic Technologists

Position: Webmaster

Pay: \$1,500 per year (paid quarterly)

Duties:

- Maintain an active ASRT and SDSRT membership
- Keep the website up-to-date
 - Update deadlines each year
 - Scholarship
 - Intern application
 - Papers
 - Exhibits
- Upload conference items promptly
- Upload meeting minutes promptly
- Update the new board member positions/bios after the conference
- Know how to manage and add new payment forms on Member Planet
- Post quarterly newsletters on time, when applicable
- Reach out to the President and Chairman of the Board at the beginning of each month to see if there is anything that needs to be updated
- Attend board meetings when possible to stay active within the society