

# Indiana High School Athletic Association, Inc.

9150 North Meridian Street, Indianapolis, Indiana 46260

317-846-6601 | [IHSAA.org](http://IHSAA.org) | @IHSAAtv | @IHSAAI

Paul Neidig, Commissioner



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## Administrative Assistant Job Opportunity

Indiana High School Athletic Association, Inc. (IHSAA)

### Position Summary:

The Indiana High School Athletic Association (IHSAA) is seeking a dedicated Administrative Assistant to support Assistant Commissioner Jane Schott, Technology Director Luke Morehead, and the Director of Sport Ashley Ernstberger. This role is essential to the successful administration of state tournaments for multiple IHSAA sports and offers the opportunity to make a meaningful impact on student-athletes across Indiana.

### Duties & Responsibilities

- Administer Soccer, Girls Basketball, Gymnastics, and Track & Field programs
- Support the Tournament Director in managing state tournaments
- Assist with the Sportsmanship program
- Approve and manage documents uploaded to myIHSAA
- Correspond with licensed officials throughout the year
- Communicate and confirm tournament eligibility requirements
- Provide technical support for technology-related inquiries
- Maintain accurate tournament histories
- Serve over 400 member schools with timely communication and support
- Ensure accurate transmission and receipt of school information, data, and materials
- Provide service to the general public
- Assist with answering and screening office phone calls for Executive Staff
- Maintain the Resource Library in myIHSAA
- Manage member school job postings and game requests
- Assist with testing and monitoring new myIHSAA features and emails

## Requirements

- Bachelor's degree preferred
- Knowledge of interscholastic athletics
- Strong writing skills, clear verbal communication, and the ability to multi-task
- Excellent interpersonal skills and ability to work collaboratively
- Proficiency in Microsoft Office and Google products; desktop publishing experience
- Demonstrated professionalism, organization, and self-motivation
- Full-time position located at IHSAA headquarters in Indianapolis
- Ability to work weekends as required

## Benefits

Competitive salary and benefits package

## How to Apply

Interested candidates should send a resume and cover letter to Ashley Ernstberger at [aernstberger@ihsaa.org](mailto:aernstberger@ihsaa.org) with the subject line "Administrative Assistant Application" by Friday, January 2, 2026. Applications will be reviewed as they are received.

**Join the IHSAA team and help shape the future of high school athletics in Indiana!**

## About the Indiana High School Athletic Association, Inc. (IHSAA)

The IHSAA is a voluntary, not-for-profit organization that is self-supporting without the use of tax monies. Since its founding in 1903, the Association's mission has been to provide wholesome, educational athletics for the secondary schools of Indiana. Its 412-member high schools - public, institutional, parochial, and private – pay no annual membership fee or incur entry fees to play in the Association's tournaments. A state tournament series is conducted annually in 24 sports, 11 for girls, 11 for boys and two co-ed (Unified Flag Football and Unified Track and Field). A 19-person board of directors, elected by member school principals, governs the organization.