



Administrative Assistant/Registrar
Full-Time | Benefits Eligible | Start Date: July 2026

North Yarmouth Academy (NYA) seeks a full-time Administrative Assistant/Registrar to serve as a key member of the school community.. This position plays an integral role in the daily life of the school, providing administrative support to the Head of School, Head of Upper School, and College Counseling Office, while also serving as a liaison to the Board of Trustees.

As Registrar, the successful candidate will maintain student records and transcripts with accuracy and confidentiality. This individual will also serve as a welcoming first point of contact for students, families, and visitors, assisting with daily attendance, late slips, and general office operations in a fast-paced school environment. A full list of responsibilities will be shared during the interview process.

The ideal candidate will possess strong organizational, writing, proofreading, and interpersonal skills, along with the ability to manage multiple responsibilities with professionalism and attention to detail. We seek someone who enjoys working closely with both students and adults and who thrives in a collaborative school community.

To Apply

Interested candidates should submit the following materials to careers@nya.org, with the subject line “*Administrative Assistant & Registrar:*”

- Resume
- Brief letter of interest
- Two references (contact information or letters)

No phone calls, please.

About North Yarmouth Academy

North Yarmouth Academy is an independent, college-preparatory, coeducational day and boarding school serving students from toddler through postgraduate. Located in Yarmouth on the Maine coast, the Academy is 10 miles from Portland and less than two hours from Boston.

Since 1814, NYA has fostered integrity, character, and intellect in its students through rigorous academics, competitive athletics, and a supportive community that prepares students for success in college and life.

Learn more at www.nya.org.