

Advancement & Digital Marketing Associate

Boston University Academy is seeking a full-time Advancement & Digital Marketing Associate to begin in the spring or summer of 2026 (flexible start date). The role focuses on several key areas: generating social media content for the school's digital platforms; producing video and photography to support the school's messaging; engaging in design for print, digital, and web collateral and platforms, including the school's annual magazine; using analytics to track the efficacy of the school's website, social media, and digital marketing efforts; staffing school events; supporting and collaborating with colleagues in advancement, admissions, marketing, and alumni relations. Some night and weekend obligations are expected as part of the position. The Associate reports to the Assistant Head of School for Enrollment Management & Institutional Advancement.

The ideal candidate will have the following qualifications:

- Bachelor's degree
- 1-3 years of experience in marketing or a related field
- Experience in social media generation
- Knowledge of print, digital, and web design
- Facility with photography and video
- Understanding of data analytics
- Excellent interpersonal and writing skills
- A customer-service focus
- A collaborative mindset and team-player mentality
- Excellent time-management and organization skills

Experience or knowledge of independent schools and the independent-school market is a plus. For all positions, we look for candidates who enjoy working with colleagues in a collaborative environment, who are flexible and creative, who will fully engage in the life of the school, and who are committed to fostering an inclusive and equitable community.

As the only high school in New England that is part of a major research university, Boston University Academy (BUA) offers students who love learning both a traditional, caring independent school experience and access to a broad range of university courses. In the eleventh and twelfth grades, students follow their passions by regularly completing up to twelve courses from Boston University's undergraduate curriculum. The school's 225 students are curious, capable, and kind. They come from almost 50 cities and towns in the Greater Boston area. 54% of students identify as students of color. 27% receive financial aid — a reflection of BUA's commitment to equity and access.

Boston University's generous benefits package includes health, dental, life insurance, and paid time off. Full-time employees are also eligible for tuition remission for graduate work at Boston University, and remission extends to dependents as well. For more details on benefits, please refer to the Boston University benefits page [here](#).

To apply, please send a resume, list of references (if available), and cover letter addressed to Nastaran Hakimi, Assistant Head of School for Enrollment Management & Institutional Advancement at buacareers@bu.edu.