

Intern – Information Technology

Champlain Investment Partners is an independent, employee-owned asset management firm located in Burlington, Vermont. Our partners bring a wealth of experience, averaging over 21 years in asset management and, as of September 30, 2022, the firm had approximately \$15.09 Billion in assets under management. The firm was founded in 2004 with a mission to "Deliver Exceptional Investment Results and Develop Enduring Client Relationships". As a firm, we appreciate that diversity of thought, background, and experience in the workplace often leads to better decision-making and innovation. Ultimately, our main objective is to hire the best candidate and while skills and qualifications are essential, a candidate's cultural fit is equally vital to the hiring formula. We look for individuals who demonstrate humility, integrity, curiosity, a hunger for excellence, and a commitment to delivering on the firm's mission. We ensure equal opportunity in the conduct of all our business activities without regard to an individual's age, color, disability, marital status, sexual orientation, national origin, ethnicity, race, religion, gender, or veteran status.

Position Summary:

This position reports to the Director of Technology and will involve daily support to the information technology needs of the entire firm in a "help desk" capacity as well as work with the firm's existing outsourced IT provider. Ad hoc projects associated with information technology will be completed as needed.

Responsibilities:

- Point person for technical hardware and software issues
- Analyze user issues and manage process to resolve issues or determine appropriate escalation option
- Perform workstation installations and maintenance
- Assist in software and hardware upgrades

Required Skills:

3.0 minimum undergraduate GPA. Pursuit of a degree in Information Technology or a related field is required. Candidates should have high familiarity with both Microsoft Windows networking and information security as well as Apple iOS applications and usage. A successful candidate will be a quick learner with excellent written and verbal interpersonal skills. This individual must be able to prioritize and deliver work in a dynamic environment. Further, a mature and flexible demeanor with the ability to work independently is necessary.

How to Apply:

Interested candidates should send a resume and cover letter in PDF format to jobs@cipvt.com. No phone calls please.