

Intern – Information Technology

Location: Burlington, Vermont

Job Type: Part-Time, Non-Exempt

Compensation: Commensurate with experience and qualifications

Reports to: Director of Technology

About the Firm

Champlain Investment Partners, LLC is an independent, employee-owned asset management firm headquartered in Burlington, Vermont. Our partners bring a wealth of experience, averaging over 24 years in asset management, and as of 03.31.25 the firm had approximately \$14.37 billion in assets under management. Champlain was founded with a shared goal – “Deliver Exceptional Investment Results and Develop Enduring Client Relationships” – and this mission continues to serve as the guiding vision for the firm. As Champlain has grown we have continued to be thoughtful in our expansion, acknowledging that while skills and qualifications are important when adding to our team, a candidate’s cultural fit is also vital to the hiring formula. We look for individuals who demonstrate humility, integrity, curiosity, and a hunger for excellence.

Equal Employment Opportunity

Champlain Investment Partners is an Equal Opportunity Employer and considers all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other legally recognized basis protected by federal, state, or local law.

About the Position

This position involves 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.

Key Responsibilities

- First point of contact 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.

About the Successful Candidate

Education & Experience

- Earned or pursuing Bachelor’s degree in Information Technology or related field.
- Familiarity with both Microsoft Windows networking and information security.
- Experience in Apple iOS applications and usage.

Skills & Qualifications

- A quick learner with excellent written and verbal interpersonal skills.
- Able to prioritize and deliver work in a dynamic environment.
- A mature and flexible demeanor with the ability to work independently is required.

How to Apply

Interested candidates should apply via [this link](#).