



## Mississippi Department of Marine Resources

**SOLICITATION:** **REQUEST FOR APPLICATIONS**

**RFA NUMBER:** 3140002150

**SMART NUMBER** 1450-20-R-RFQI-00011

**TO PROVIDE:** Aquaculture Intern

**ISSUE DATE:** February 14, 2020, 10:00 AM CST

**LOCATION:** Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

**MDMR CONTACT:** Valerie McWilliams  
(228) 523-4118  
procurement@dmr.ms.gov

**CLOSING DATE AND TIME:** March 10, 2020, 10:00 AM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an **Aquaculture Intern** at the Lyman and Cedar Point hatcheries.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

The scope of work/job duties for this position will include:

- Assisting with analyzing water quality in re-circulating aquaculture systems;
- Processing water quality samples;
- General maintenance and operation of equipment;
- General lab and facility organizing/cleaning (washing glassware, tanks, etc.);
- Feeding marine animals and working with food to assess quality and quantity;
- Observing marine animals and systems;
- Transferring and acclimating fish for pond grow out;
- Field work for harvesting, collecting, tagging, releasing, and monitoring marine animals;
- Conducting, recording and reporting data and experiments;
- Assisting in the construction of water, holding, and treatment systems, including reservoirs;
- Performing other duties as assigned by the supervisor and/or Office Director.

## **Minimum Qualifications**

The minimum qualifications the MDMR is seeking for this position include:

- **Education:** Must possess or be pursuing a Bachelors’ Degree in biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field from an accredited four-year college or university. If degree is in progress, the candidate must have a minimum of 32 hours college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). **Please Note:** Candidate should have completed the Mississippi Boater Safety Course if born after 1980. If the candidate has not completed the course, they will be required to complete the course taught by MDMR Marine Patrol after hire. MDMR will verify Driver's License and Boater Safety.

## **Knowledge, Skills, and Abilities**

The ideal candidate should have previous coursework in biological sciences and knowledge of water chemistry. Candidate must be able to work well individually, as well as within a team. The applicant should have strong interpersonal skills, basic computer skills, excellent observational

and problem-solving skills, and a keen interest in aquaculture. This position will require interaction with faculty, staff, research scientists and some interaction with the public. The candidate should demonstrate the ability to implement multiple project tasks simultaneously. Candidate must be able to frequently lift and/or move up to 30 pounds repetitively.

This position requires working outdoors, under limited supervision, in remote and often uncomfortable environments (i.e. hot, humid, insects).

### **Compensation and Hours Worked**

This internship position pays \$10.00 per hour and is for 40 hours per week. This position is for up to 12 weeks, depending upon the intern's school schedule. **Please Note:** This position will not begin until June 1, 2020, or after, depending on the intern's school schedule.

### **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **March 10, 2020 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to Valerie McWilliams at [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the Procurement Director.

### **Equal Opportunity Statement**

MDMR will select the candidate for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.