



## Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140003428

**SMART NUMBER**

1450-23-R-RFQI-00009

**TO PROVIDE:**

Geographic Information Systems Intern

**ISSUE DATE:**

March 16, 2023, 10:00 AM CST

**LOCATION:**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

**MDMR CONTACT:**

Janie Ballew  
(228) 523-4118  
[procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

**CLOSING DATE AND TIME:**

March 29, 2023, 10:00 AM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Geographic Information Systems intern. This position will be responsible for, but not limited to, creating, editing, and maintaining geographic data, utilizing geodatabases, performing spatial analysis, and developing custom map products.

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. GIS technology is utilized by the department as a tool to integrate and analyze multiple data sources to aid management decisions.

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

The scope of work/job duties for these positions will include:

- Conducting project assignments, research, and analysis;
- Creating, editing, and data acquisition;
- Collecting field data;
- Integrating data into existing data structure;
- Maintaining accuracy and integrity of data;
- Analyzing geographic data;
- Utilizing the GIS software and data to produce cartographic output;
- Applying technical knowledge to departmental projects;
- Preparing written reports, communication, or correspondence on behalf of the department;
- Presenting formal/informal updates on project status; and,
- Other duties as assigned by the Supervisor and/or Office Director.

## **Minimum Qualifications**

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

- **Education:** Must possess or be pursuing a degree in geography, cartography, engineering, coastal or marine science, environmental policy, planning, or resource management including fish or wildlife management, biological, physical, or computer sciences or GIS related field. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Experience:** Please include any training or skills related to this position in your application.

- **Other:** Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

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

The ideal candidate should have basic knowledge of geographic principles, a general understanding of cartographic principles, and general knowledge of managing and processing data. The candidate should have good communication and organizational skills. Preferred exposure or interest in the following:

- Experience with the ESRI ArcGIS suite of software products 10.x;
- Experience in ArcGIS editing environment;
- Basic experience with geoprocessing tools;
- Exposure or interest in Esri AppStudio and ArcGIS Online;
- Exposure or interest in Esri related web development tools; and,
- Hands on experience with text files, Excel, and databases.

### **Compensation and Hours Worked**

The internship position pays \$14.00 per hour and is for 120.4 hours per month. The position is for up to 8 weeks, depending on the intern's school schedule.

### **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed.)
- All applications should be marked: **"Application for GIS Intern"**
- Attach your 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 29, 2023 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 Janie Ballew 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 candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.