



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140003841

SMART NUMBER

1450-24-R-RFQI-00004

TO PROVIDE:

One (1) Data Management Intern

ISSUE DATE:

March 27, 2024, 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

CLOSING DATE AND TIME:

April 17, 2024, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking one (1) Data Management intern for the Coastal Preserves Program. The MDMR’s Coastal Preserves Program conserves and manages resources within state-owned natural areas including: threatened and endangered species; invasive species; nesting areas; sensitive habitats; natural and restored tidal marsh; and public nature trails.

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 the positions will include:

- Cataloguing deeds for State-owned Coastal Preserve Areas;
- Metadata entry for GIS applications
- Formulating data entry procedures
- Habitat Management;
- Compiling data;
- Reviewing data for errors or inaccuracies;
- Input text-based and numerical information from source documents;
- Other duties as assigned by the Supervisor and/or Office Director.

Minimum Qualifications

The minimum qualifications the MDMR is seeking for these positions include:

- **Education:** Possesses or pursuing a Bachelor’s Degree from an accredited four-year college or university in data science, information technology, general business or business or office technology. . If degree is in progress, the candidate must have enough hours to be classified as a junior or senior. 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

Applicants should have a basic knowledge of the coastal Mississippi area. The ideal candidate is a self-motivator, capable of implementing multiple project tasks simultaneously, and able to work well with others. The ideal candidate should be skilled with the Microsoft Office suite, have excellent time management and organization skills, be self-motivated and pay great attention to detail.

Please include in your application any training or skills that you have related to this position.

Compensation and Hours Worked

The internship positions pay \$14.00 per hour and are for 120.4 hours per month. The positions are for up to 10 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 Data Management 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;
- 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 **April 17, 2024 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

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.