



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140003832

SMART NUMBER

1450-24-R-RFQI-00005

TO PROVIDE:

One (1) Marine Patrol 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 an intern for the Office of Marine Patrol. The MDMR’s Office of Marine Patrol provides marine enforcement of federal and state laws and the ordinances of the MDMR for the protection, preservation and conservation of Mississippi’s seafood, aquatic life and associated coastal wetlands habitats. Marine Patrol also carries out the enforcement of state and federal laws pertaining to boating safety and provides emergency assistance concerning the state’s marine environment.

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:

- Coordinating youth programs aimed at exposing youth to the marine waters, islands and tributaries of Mississippi;
- Shadowing Marine Patrol Officers in daily patrols; 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 Bachelors’ Degree from an accredited four-year college or university. If pursuing a degree, 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:** Two (2) years of experience related to the described duties, such as public interactions. Substitution Statement: Related education and related experience may be substituted on an equal basis. 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) or driver’s license from a contiguous state. Applicants should have completed the Mississippi Boater Safety Course, if born after 1980. MDMR will verify the driver’s license and completion of the Boater Safety Course.

Knowledge, Skills, and Abilities

The candidate should have knowledge of the coastal waterways and islands. The candidate should have good communication and organization skills. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. This position requires working outdoors and often in uncomfortable environments (i.e. hot, humid, inclement weather).

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 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 Marine Patrol 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.