



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140003842

SMART NUMBER

1450-24-R-RFQI-00007

TO PROVIDE:

Estuarine Water Quality 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 Estuarine Water Quality Intern that will assist with the Grand Bay National Estuarine Research Reserve’s (GBNERR) System-Wide Monitoring Program (SWMP) in Moss Point, Mississippi.

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 in field and lab work needed for collection and analysis of estuarine abiotic water quality, nutrient, and weather data;
- Learning how to calibrate, deploy, and retrieve water quality dataloggers;
- Learning how to collect data from a weather station;
- Helping SWMP Technicians maintain and troubleshoot field and laboratory equipment;
- Intern may also assist with processing sediment and invertebrate samples;
- Occasionally assisting other GBNERR staff with summer field work;
- Participating in GBNERR education and outreach programs;
- Attending trainings and other professional development opportunities;
- Other duties as assigned by Supervisor and/or Office Director; and,
- Working alongside the GBNERR SWMP Manager and reporting to the Special Programs and Communications Manager.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelor’s Degree in marine biology, coastal or marine science, marine ecology, environmental science, natural resource management, biology, chemistry, or a related field from an accredited four-year college or university. 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:** Two (2) years of experience related to the described duties, such as public interactions, science courses with laboratory experience, or previous internships/volunteer experience. 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). MDMR will verify the driver's license.

Knowledge, Skills, and Abilities

The ideal candidate should have knowledge of the various habitats typically found in Mississippi coastal waters and have an interest in water quality. The candidate should have good communication and organization skills. The candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. This position requires working in a laboratory with equipment and chemicals, and working outdoors under limited supervision in remote and often uncomfortable environments (i.e. hot, humid, insects).

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 Estuarine Water Quality 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, by telephone, or at the GBNERR in Moss Point, Mississippi.

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.