



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140001708

SMART NUMBER

1450-19-R-RFQI-00017

TO PROVIDE:

Marine Patrol Intern

ISSUE DATE:

February 15, 2019, 10:00 AM CST

LOCATION:

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

MDMR CONTACT:

Rickey Kinnard
(228) 523-4147
procurement@dmr.ms.gov

CLOSING DATE AND TIME:

March 8, 2019, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Marine Patrol Intern.

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 the coordination of youth programs aimed at exposing youth to the marine waters, islands and tributaries of Mississippi;
- Assisting Marine Patrol Officers in daily patrols;
- 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 from an accredited four-year college or university. 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). Candidate should have completed the Mississippi Boater Safety Course if born after 1980. MDMR will verify Driver's License and Boater Safety.

Knowledge, Skills, and Abilities

The ideal candidate should have knowledge of the coastal waterways and islands. 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 outdoors 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 3, 2019, 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 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 **March 8, 2019 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

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.