



## Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140001687

**SMART NUMBER**

1450-19-R-RFQI-00010

**TO PROVIDE:**

Two (2) Marine Fisheries Interns

**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 two Marine Fisheries Interns.

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 these positions will include:

- Assisting in field work needed for biological assessments;
- Conducting field work on fisheries vessels;
- Participating in surveys;
- Working up fishery samples brought into the lab;
- Collecting environmental data;
- Assisting with reports, newsletters and guides, providing regulatory information to the public; and,
- Performing other duties as assigned by the supervisor and/or Office Director.

These positions require working outdoors, under limited supervision, in remote and often uncomfortable environments (i.e. hot, humid, insects).

## **Minimum Qualifications**

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

- **Education:** Must possess or be pursuing a Bachelors’ Degree in marine biology, coastal or marine science, marine ecology, ichthyology, resource management, fish or wildlife management, and/or biological or physical sciences 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).
- **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 candidates should have knowledge of the coastal habitat for marine fisheries and the various species typically found in Mississippi coastal waters. Candidates must be able to work well individually, as well as within a team, and have good communication and organization skills. The candidates should have strong interpersonal skills, basic computer skills, and excellent observational and problem-solving skills. The ideal candidates should demonstrate the ability to implement multiple project tasks simultaneously.

## Compensation and Hours Worked

These internship positions pay \$10.00 per hour and are for 40 hours per week. The positions are for up to 12 weeks, depending on the intern's school schedule. **Please Note:** These positions 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](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 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](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.