

**REQUEST FOR APPLICATIONS**  
**National Estuarine Research Reserve (NERR)**  
**Internship**

**RFx No: 3140001059**

**Smart No: 1450-18-R-RFQI-00001**



**ENHANCE ★ PROTECT ★ CONSERVE**

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

Contact: Valerie McWilliams, Procurement Specialist -  
[procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an intern for Grand Bay National Estuarine Research Reserve (“GBNERR”) 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:

- In the lab and field, water quality and weather monitoring including collection of grab samples, processing of water quality samples for nutrients, maintenance and operation of equipment, general lab organization/cleanliness (washing glassware, etc.);
- In the lab, assistance with fish sample processing, data entry and data analysis;
- In the field, assistance with Sentinel Site data collection including monitoring of Surface Elevation Tables and erosion;
- At the computer, conduct data entry and literature searches;
- With visitors, assistance with training activities (workshops) and other outreach activities (Adventure Quenchers) one Saturday a month;
- In the field, assistance with visiting researchers as necessary; and,
- Other duties as assigned.

Considerable outside work is involved with this position, often under extreme weather conditions, including extremes of heat, wind, and rain. The position requires an individual who is capable of work involving physically challenging tasks often performed in harsh weather conditions. Start and end dates are flexible.

## **Minimum Qualifications**

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

- Must possess or be pursuing a Bachelor’s Degree from an accredited four-year college or university in biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field. The candidate must have a minimum of thirty-two (32) hours college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- 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 will have previous coursework in botany, ecology, and wetlands. A successful candidate will have working knowledge of coastal Mississippi flora and fauna and basic scientific principles. The applicant should have excellent speaking and networking skills and should have a keen interest in coastal ecology, history, and culture. This position will require interaction with diverse audiences. The applicant should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. Familiarity with boats and UTVs is desired. Previous experience with GPS equipment is desired but not required.

### **Compensation and Hours Worked**

This internship position pays \$10.00 per hour, and is for 40 hours per week. Limited overtime may be available as needed, with prior approval from a supervisor. The position is for up to 20 weeks, but may be extended, depending on funding as well as 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 cover letter that details your skills and why you desire the position.
- 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:
  - Valerie McWilliams, Procurement Specialist, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Valerie McWilliams at the above address.

The **deadline** for receiving applications is **September 18, 2017 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR, or by telephone. If in person, the interview will be in Biloxi, or at the GBNERR, Moss Point, Mississippi.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Valerie McWilliams, Procurement Specialist, 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 contact person.

### **Equal Opportunity Statement**

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

# DEPARTMENT OF MARINE RESOURCES CONTRACT WORKER APPLICATION



**Return Completed Application to:**  
**Department of Marine Resources**  
1141 Bayview Avenue, Suite 101  
Biloxi, MS 39530  
Attention: Erin Gallagher

**For Staff/Official Use Only**

**Received:** \_\_\_\_\_

**-TYPE OR PRINT IN BLACK INK-  
JOB INFORMATION**

RFQ #:	POSITION TITLE:
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**PERSONAL INFORMATION**

FIRST NAME	MIDDLE INITIAL	LAST NAME
ADDRESS		
CITY	STATE	ZIP
HOME PHONE	ALTERNATE PHONE	
MONTH AND DATE OF BIRTH	WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	
EMAIL ADDRESS		

**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> High School	<input type="checkbox"/> Technical College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Specialist's Degree	

**HIGH SCHOOL EDUCATION**

DID YOU GRADUATE FROM HIGH SCHOOL/RECEIVE A G.E.D. OR A HIGH SCHOOL EQUIVALENCY DIPLOMA? YES ☐ NO ☐

IF NO, WHAT WAS THE HIGHEST GRADE LEVEL COMPLETED? 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

**COLLEGE/UNIVERSITY EDUCATION**

SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)		MAJOR
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)		MAJOR
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)		MAJOR

CERTIFICATES & LICENSES (INCLUDING DRIVER'S LICENSE)		
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)
LICENSE NUMBER	ISSUING AGENCY	SPECIALIZATION
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)
LICENSE NUMBER	ISSUING AGENCY	SPECIALIZATION
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)
LICENSE NUMBER	ISSUING AGENCY	SPECIALIZATION
WORK HISTORY		
DATES From To	EMPLOYER	POSITION TITLE
ADDRESS, CITY, STATE		
PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS PER WEEK	SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>
DUTIES		
DATES From To	EMPLOYER	POSITION TITLE
ADDRESS, CITY, STATE		
PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS PER WEEK	SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>
DUTIES		

WORK HISTORY	
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DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS, CITY, STATE		
PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS PER WEEK	SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES
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DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS, CITY, STATE			
PHONE NUMBER		SUPERVISOR (NAME & TITLE)	
HOURS PER WEEK		SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

### MILITARY INFORMATION

1. ARE YOU A VETERAN OF THE ARMED FORCES? YES NO  
(IF YOU INDICATED "YES", YOU MUST ATTACH A COPY OF YOUR DD214 OR OTHER PROOF OF SERVICES.)
2. IF YOU ARE A VETERAN, WERE YOU DECLARED DISABLED? YES ☐ NO ☐

### ADDITIONAL INFORMATION

Additional Information (other schools or training; special qualifications; honors and awards; etc.):

### APPLICANT DECLARATIONS

By signing this application, I certify that all statements made herein and on any attached documents are true and complete to the best of my knowledge. I authorize the verification of this information by the Department of Marine Resources. I know that any misrepresentation herein may lead to rejection of my application. I understand that, as a condition of employment, I will be required to present documentation which verifies both my identity and my employment eligibility pursuant to federal immigration law.

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE