

REQUEST FOR APPLICATIONS

Marine Patrol Intern

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

Contact: Erin Gallagher procurement@dmr.ms.gov

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an intern for the Office of Marine Patrol. The intern will assist the Office of Marine Patrol in coordinating youth programs aimed at exposing youth to the marine waters, islands and tributaries of Mississippi. The intern will also shadow Marine Patrol Officers in their daily patrols; therefore, exposing the intern to all functions of a marine patrol career.

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 coordinating youth programs;
- Observing Marine Patrol Officers in their daily patrols; and,
- Performing other duties as assigned by the supervisor and/or Office Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelor’s Degree from an accredited four-year college or university. If degree is in progress the candidate must have a GPA of 2.0 or higher and completed at least 30 hours of coursework. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Other:** Must have completed the Mississippi Boater Safety Course if born after 1980. 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

Applicants should have knowledge of the coastal waterways and islands. The applicant 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 uncomfortable environments (i.e., hot, humid).

Compensation and Hours Worked

This internship position pays \$10.00 per hour, and is for 40 hours per week. The position is for 10 to 12 weeks, depending upon 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).
- Attach a copy of your driver's license.

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:
 - Erin Gallagher, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **February 23, 2017 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:

Erin Gallagher, Procurement Director 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.