



## Mississippi Department of Marine Resources

**SOLICITATION:** **REQUEST FOR APPLICATIONS**

**RFA NUMBER:** 3140001716

**SMART NUMBER** 1450-19-R-RFQI-00021

**TO PROVIDE:** Geographic Information Systems  
(GIS) 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 Geographic Information Systems (GIS) Intern for the Office of Information Technology.

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. GIS technology is utilized by the department as a tool to integrate and analyze multiple data sources to aid management decisions.

## **Scope of Work/Job Duties**

The scope of work/job duties for this position will include:

- Conducting project assignments, research, and analysis;
- Creating, editing, and data acquisition;
- Integrating data into existing data structure;
- Maintaining accuracy and integrity of data;
- Analyzing geographic data;
- Utilizing GIS software and data to produce cartographic output;
- Applying technical knowledge to departmental projects;
- Preparing written reports, communication, or correspondence on behalf of the department;
- Presenting formal/informal updates on project status; and,
- 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 in geography, cartography, engineering, coastal or marine science, environmental policy, planning, or resource management including fish or wildlife management, biological, physical, or computer sciences or GIS 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).
- **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**

Candidate should have general knowledge of managing and processing data, basic geographic and cartographic principles with experience in geoprocessing tools. Candidate should have experience with text files, Excel and databases. The ideal candidate should have previous experience with the ESRI ArcGIS suite of software products 10.x., including the ArcGIS editing environment.

The candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. The candidate should also have good communication and organizational skills.

### **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](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 the candidate for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.