



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140002170

SMART NUMBER 1450-20-R-RFQI-00017

TO PROVIDE: Estuarine Ecology Intern

ISSUE DATE: February 14, 2020, 10:00 AM CST

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

MDMR CONTACT: Valerie McWilliams
(228) 523-4118
procurement@dmr.ms.gov

CLOSING DATE AND TIME: March 10, 2020, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an Estuarine Ecology Intern for the 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:

- Assisting in the lab and field with water quality and weather monitoring, including collection of grab samples;
- Processing water quality samples for nutrients;
- Maintenance and operation of equipment;
- Assisting in the lab counting and measuring fish;
- General lab duties organizing/cleaning (washing glassware, etc.);
- Assisting in the field with Sentinel Site data collection, monitoring Surface Elevation Tables and erosion monitoring;
- Assisting with visitors, training activities (workshops) and other outreach activities (Adventure Quenchers) one Saturday a month;
- Assisting in the field with visiting researchers as necessary; and,
- Other duties as assigned by supervisor and/or Office Director.

This position requires working outdoors, under limited supervision, in remote and often uncomfortable environments (i.e. hot, humid, insects).

Minimum Qualifications

The minimum qualifications which 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 in biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field. The candidate must have a minimum of 32 hours college credit. 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). **Please Note:** Candidate should have completed the Mississippi Boater Safety Course if born after 1980. If the candidate has not completed the course, they will be required to complete the course taught by MDMR Marine Patrol after hire. MDMR will verify Driver's License and Boater Safety.

Knowledge, Skills, and Abilities

The ideal candidate should have previous coursework in botany, ecology, and wetlands. The candidate should have working knowledge of coastal Mississippi flora and fauna and basic

scientific principles. The candidate should have excellent speaking and networking skills and a keen interest in coastal ecology, history and culture. This position will require interaction with diverse audiences. The candidate 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. The position is for up to 12 weeks, depending on the intern's school schedule. **Please Note:** This position will not begin until June 1, 2020, 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 a 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 10, 2020 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi, by telephone, or at the GBNERR in Moss Point, Mississippi.

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.