



## Mississippi Department of Marine Resources

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

**RFA NUMBER:** 3140002180

**SMART NUMBER** 1450-20-R-RFQI-00019

**TO PROVIDE:** Business Administration 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 enthusiastic and versatile **Business Administration Intern** to work with Human Resources and Public Affairs Offices. This position will assist both departments in daily administrative duties involving a variety of functions, such as human resources administration, developing marketing content, participating in MDMR outreach events and supporting daily administrative tasks.

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 the Public Affairs Office with developing, scheduling and updating social media content;
- Participating in agency outreach events, including the preparation and distribution of marketing materials; some evening and weekend work may be required;
- Providing administrative assistance to the Human Resources Office, including organizing personnel files and answering the front desk phone; 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 business administration, human resources, communications, public relations or marketing from an accredited four-year college or university. If degree is in progress, 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). MDMR will verify the driver’s license.

## **Knowledge, Skills, and Abilities**

The ideal candidate should have previous coursework and thorough knowledge of business communications, including communications, marketing and personnel management. The candidate should have a solid understanding of different marketing and public relations tasks and techniques. The candidate should have excellent verbal and written communication skills. 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. The candidate should also have familiarity with Adobe Creative Suite, Microsoft Office and various social media platforms.

## **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 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](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 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 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.