



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140003093

SMART NUMBER 1450-22-R-RFQI-00015

TO PROVIDE: Estuarine Ecology Intern

ISSUE DATE: April 28, 2022, 10:00 AM CST

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

MDMR CONTACT: Janie Ballew
(228) 523-4118
procurement@dmr.ms.gov

CLOSING DATE AND TIME: May 13, 2022, 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;
- General maintenance and operation of equipment;
- General lab and facility organizing/cleaning (washing glassware, etc.);
- Assisting in the lab with fish sample processing, data entry, and data analysis;
- Assisting in the field with Sentinel Site data collection, including Surface Elevation Tables and Erosion Monitoring;
- Work on simple GIS-related tasks for the Stewardship sector;
- Training activities (workshops) and other outreach activities (Adventure Quenchers) one Saturday a month with visitors;
- In the field with visiting researchers, as necessary; and
- Other duties as assigned by Supervisor and/or Office Director.

Considerable outside work is involved with this position, often under extreme weather conditions, including extreme heat, wind, and rain. The position requires an individual that can endure the rigors of physically challenging tasks often performed in harsh weather conditions.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelor’s Degree in biology, marine science, botany, geography, ecology, environmental science, chemistry, forestry, wildlife biology, or a related field from an accredited four-year college or university. If degree is in progress, the candidate must have at least 32 hours of college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Experience:** Please include any training or skills related to this position in your application.

- **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 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 should have 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 and GIS software is desired, but not required.

Compensation and Hours Worked

The internship position pays \$12.00 per hour and is for 129 hours per month. The position is for up to 8 weeks, depending on the intern’s school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- All applications should be marked: **“Application for Estuarine Ecology Intern”**
- 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;
- 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 **May 13, 2022 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 Janie Ballew 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 candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.