



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140003096

SMART NUMBER

1450-22-R-RFQI-00018

TO PROVIDE:

Geographic Information Systems 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 a Geographic Information Systems intern. This position will be responsible for, but not limited to, creating, editing, and maintaining geographic data, utilizing geodatabases, performing spatial analysis, and developing custom map products.

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 these positions 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 the 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,
- Other duties as assigned by the Supervisor and/or Office Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelor’s 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).
- **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 will have previous coursework and thorough knowledge of GIS. The candidate should have excellent verbal and written communication skills. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others.

- Experience with the ESRI ArcGIS suite of software products 10.x;
- Experience in ArcGIS editing environment;
- Basic experience with geoprocessing tools;
- Exposure or interest in Esri AppStudio and ArcGIS Online;
- Exposure or interest in Esri related web development tools;
- Good communication and organizational skills;
- Knowledge of basic geographic principles;
- Hands on experience with text files, Excel, and databases;
- General understanding of cartographic principles; and,
- General knowledge of managing and processing data.

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 GIS 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, or by telephone.

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.