



## Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140003425

**SMART NUMBER**

1450-23-R-RFQI-00006

**TO PROVIDE:**

Two (2) Marine Fisheries Interns

**ISSUE DATE:**

March 16, 2023, 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:**

March 29, 2023, 10:00 AM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking two (2) interns for the Marine Fisheries Finfish Bureau.

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 Marine Fisheries Intern will assist the Office of Marine Fisheries by collecting recreational and commercial fisheries information. Duties include assisting in field work needed for biological assessments, conducting field work on fisheries vessels and participating in surveys. Additional duties include:

- Working up fishery samples brought into the Marine Fisheries lab;
- Collecting environmental data;
- Assisting with reports as well as newsletters and guides;
- Providing regulatory information to the public; and,
- Other duties as assigned by the Supervisor and/or Office Director.

## **Minimum Qualifications**

The minimum qualifications the MDMR is seeking for these positions include:

- **Education:** Must possess or be pursuing a Bachelor’s Degree in marine biology, coastal or marine science, marine ecology, ichthyology, natural resource management including fish or wildlife management, and/or biological or physical science 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:** Two (2) years of experience related to the described duties, such as public interactions or scientific curriculum with laboratory experience. Substitution Statement: Related education and related experience may be substituted on an equal basis. 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 candidates should have a working knowledge of the coastal habitat for marine fisheries and the various species typically found in Mississippi coastal waters. Candidates should have good communication and organization skills. Candidates should demonstrate the ability to

implement multiple project tasks simultaneously and the ability to work effectively with others. This position requires working outdoors, under limited supervision, in remote and often uncomfortable environments (i.e. hot, humid, insects).

### **Compensation and Hours Worked**

These internship positions pay \$14.00 per hour and are for 120.4 hours per month. The positions are 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 Marine Fisheries 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](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 29, 2023 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](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 candidates for these services without regard to political affiliation, race, color, handicap, genetic information, national origin, sex, religious creed, age, or disability.