

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

NOTICE OF INTERNSHIP POSITION

The Mississippi Department of Marine Resources (MDMR) will accept applications until **10:00 a.m. on March 7, 2016** for the purpose of hiring an **Estuarine Ecology Intern**.

The minimum qualifications for the position include:

- Must possess or be pursuing a Bachelor's 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.
- Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

The internship will be for a period of 10 to 12 weeks with a rate of pay of \$10.00 per hour. Information about the position, instructions for applying, and Application Form will be available on **February 17, 2016** on the MDMR website at <http://www.dmr.ms.gov/index.php/dmr-information/bids-main> and the Mississippi Procurement Portal at https://www.ms.gov/dfa/contract_bid_search. For additional information, please contact Kacey Williams, Chief Financial Officer at (228) 523-4169 or by email at kacey.williams@dmr.ms.gov.

Applications may be submitted by hand delivery or mail to Kacey Williams, Chief Financial Officer, MDMR, 1141 Bayview Avenue, Biloxi, MS 39530, or by email to procurement@dmr.ms.gov. **The deadline for applying is 10:00 a.m. on March 7, 2016.**

All applications should be marked: **"Application for Estuarine Ecology Intern"**.

REQUEST FOR APPLICATIONS

Estuarine Ecology Intern

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

Contact: Kacey Williams – procurement@dmr.ms.gov

Introduction

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

- In the lab and field, water quality and weather monitoring including collection of grab samples, processing of water quality samples for nutrients, maintenance and operation of equipment, general lab organization/cleanliness (washing glassware, etc.);
- In the lab, peak above- and below-ground biomass sample processing including the cleaning, drying, weighing of marsh grasses;
- In the field with Sentinel Site, data collection including Surface Elevation Tables and Erosion Monitoring;
- With visitors, training activities (workshops) and other outreach activities (Adventure Quenchers) one Saturday a month;
- In the field with visiting researchers as necessary; and,
- Other duties as assigned.

Considerable outside work is involved with this position, often under extreme weather conditions, including extremes of heat, wind and rain. The position requires a fairly fit individual that can endure the rigors of physically challenging tasks often performed in harsh weather conditions. Start and end date are flexible.

Minimum Qualifications

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

- Must possess or be pursuing a Bachelor’s 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).
- 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 in botany, ecology, and wetlands. A successful candidate will have working knowledge of coastal Mississippi flora and fauna and basic scientific principles. The applicant 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 applicant 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 UTV's 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 10 to 12 weeks, depending upon the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed).
- 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:
 - Kacey Williams, Chief Financial Officer, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Kacey Williams at the above address.

The **deadline** for receiving applications is **March 7, 2016 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:

Kacey Williams, Chief Financial Officer
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 contact person.

Equal Opportunity Statement

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

DEPARTMENT OF MARINE RESOURCES CONTRACT WORKER APPLICATION



Return Completed Application to:
Department of Marine Resources
 1141 Bayview Avenue, Suite 101
 Biloxi, MS 39530
 Attention: Kacey Williams

For Staff/Official Use Only

Received: _____

**-TYPE OR PRINT IN BLACK INK-
 JOB INFORMATION**

RFQ #:	POSITION TITLE:
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PERSONAL INFORMATION

FIRST NAME	MIDDLE INITIAL	LAST NAME
ADDRESS		
CITY	STATE	ZIP
HOME PHONE	ALTERNATE PHONE	
MONTH AND DATE OF BIRTH	WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	
EMAIL ADDRESS		

EDUCATION

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> High School	<input type="checkbox"/> Technical College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Specialist's Degree	

HIGH SCHOOL EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL/RECEIVE A G.E.D. OR A HIGH SCHOOL EQUIVALENCY DIPLOMA? YES NO

IF NO, WHAT WAS THE HIGHEST GRADE LEVEL COMPLETED? 7 8 9 10 11 12

COLLEGE/UNIVERSITY EDUCATION

SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	

