

# 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 a **Geographic Information Systems Intern**.

The minimum qualifications for the position include:

- 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.
- 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](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](mailto: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](mailto:procurement@dmr.ms.gov). **The deadline for applying is 10:00 a.m. on March 7, 2016.**

All applications should be marked: **“Application for Geographic Information Systems Intern”**.

# **REQUEST FOR APPLICATIONS**

## **Geographic Information Systems Intern**

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

Contact: Kacey Williams – [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Department of Marine Resources is currently seeking an intern for Geographic Information Systems (GIS). 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. GIS technology is utilized by the department as a tool to integrate and analyze multiple data sources to aid management decisions.

## **Scope of Work/Job Duties**

The scope of work/job duties for this position 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.

## **Minimum Qualifications**

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

- 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).

- 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**

Applicants should have the following knowledge, skills, and abilities:

- Completion of a college-level course in GIS or have adequate experience using GIS;
- Experience with the ESRI ArcGIS suite of software products 10.x;
- Experience in ArcGIS editing environment;
- Basic experience with geoprocessing 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**

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](mailto: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](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 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	





