

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 **Marine Fisheries Finfish Intern**.

The minimum qualifications for the position include:

- Must possess or be pursuing a Bachelor's Degree in marine biology, coastal or marine science, marine ecology, ichthyology, resource management including fish or wildlife management, biological sciences, or physical sciences 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.
- Two (2) years of experience related to the described duties, such as public interactions or scientific curriculum with laboratory experience.
- 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 Marine Fisheries Finfish Intern"**.

REQUEST FOR APPLICATIONS

Marine Fisheries Finfish 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 the Finfish Bureau of the Marine Fisheries Office. The intern will assist the Finfish Bureau by collecting recreational fishing information through the Marine Recreational Information Program (MRIP).

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 field work needed for biological assessments;
- Conducting field work on fisheries vessels;
- Participating in menhaden surveys (occasionally);
- Working up fishery samples brought into the lab; and,
- Performing other duties as assigned by the supervisor and/or Office Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelor’s Degree in marine biology, coastal or marine science, marine ecology, ichthyology, resource management including fish or wildlife management, biological sciences, or physical sciences 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.
- **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

Applicants should have knowledge of the coastal habitat for marine fisheries and the various species typically found in Mississippi coastal waters. The applicant should have good communication and organization skills. The ideal candidate 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, muggy).

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).
- Attach a copy of your driver's license.

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	

