

REQUEST FOR APPLICATIONS
National Estuarine Research Reserve (NERR)
Internship

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ENHANCE ★ PROTECT ★ CONSERVE

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

Contact: Valerie McWilliams, Procurement Specialist -
procurement@dmr.ms.gov

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an intern for 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, assistance with fish sample processing, data entry and data analysis;
- In the field, assistance with Sentinel Site data collection including monitoring of Surface Elevation Tables and erosion;
- At the computer, conduct data entry and literature searches;
- With visitors, assistance with training activities (workshops) and other outreach activities (Adventure Quenchers) one Saturday a month;
- In the field, assistance 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 an individual who is capable of work involving physically challenging tasks often performed in harsh weather conditions. Start and end dates 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 thirty-two (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 UTVs 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. Limited overtime may be available as needed, with prior approval from a supervisor. The position is for up to 20 weeks, but may be extended, depending on funding as well as 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 cover letter that details your skills and why you desire the position.
- 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:
 - Valerie McWilliams, Procurement Specialist, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Valerie McWilliams at the above address.

The **deadline** for receiving applications is **October 6, 2017 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR, or by telephone. If in person, the interview will be in Biloxi, or at the GBNERR, Moss Point, Mississippi.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Valerie McWilliams, Procurement Specialist, 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 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.