

# Marine Fisheries Data Collection and Prevention Intern

STEP Internship 2025

Location: Washington, NC  
Division of Marine Fisheries

## Project/Initiative Objective

The Division of Marine Fisheries Washington Regional Office has historically stored biological field data on paper forms filed in filing cabinets and boxes, so that they may be referenced and corrected when necessary. The Washington fisheries work group has data sheets with biological data collected over several decades that are slowly degrading over time. Following the example of other work groups within the Division of Marine Fisheries, the intern will assist in digitizing paper records such as biological field data sheets to preserve those records for future reference. The intern will also assist field staff with collecting biological and environmental data, allowing the intern to experience first-hand how the data are collected and used in North Carolina to manage marine and estuarine resources. The intern will gain experience performing a diverse array of field-based and administrative tasks necessary to gain employment in the field of marine fisheries management. The intern will also be provided with opportunities to attend internal and public meetings so that they may observe the fisheries management process first-hand and network with other professionals.

## Major Task to be Performed

- Scan biological field records to create digital files
- Organize hard copies and digital copies of historical records
- Conduct biological field sampling in estuarine and marine habitats, including from small outboard motor vessels
- Work collaboratively with other staff to create a digital library that meets the agency's needs

## Desired KSAs (Knowledge, Skills & Abilities)

-Experience using Windows File Explorer to create folders and locate files -Experience using office equipment such as printers or scanners -Experience collecting or recording biological data in marine or estuarine habitats

## Final Product or Outcome Anticipated

The intern will create a digital library for historical records that will be scanned and preserved as digital files. The intern will use their understanding of how the data are collected and recorded, gained from assisting with field sampling, to organize the digital library in a way that is easily referenced by Division of Marine Fisheries staff. The intern will gain a broad range of administrative and field skills necessary for gaining employment in the field of marine fisheries management.

## Travel Required

No