

2910 Brandenburg Lane
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Scot Mertz

Experience

October 2006 to present Sam Houston State University Huntsville, TX

Assistant VP for Enrollment Management

Oversee the following departments in the Enrollment Management Division

- Financial Aid
- Visitors Center
- Orientation
- GoKatGo Trailer
- Banner Financial Aid Conversion

September 1999 to October 2006 Blinn College Brenham, TX

Director of Financial Aid

Direct all aspects of Financial Aid for all four Blinn College campuses including staffing, budgeting, and policy formulation

- Adhere and administer all Title IV Department of Education financial aid programs rules and regulations.
- Adhere and administer all of The State of Texas Higher Education Coordinating Board programs.
- Create and submit annual FISAP and Texas Higher Education Coordinating Board reports.
- Insure compliance and reporting for both Title IV and State of Texas programs.
- Direct all 3rd party billings, institutional and outside scholarship programs.
- Performed R2T4 calculations on withdrawn students and students with grades of all F.

During my time as Director of Financial Aid at Blinn College the following items have begun or been accomplished.

- Transfer administration student scholarships to the financial aid office.
- EFT of student loan funds from Texas Guarantee Agency
- Developed and implemented automatic packaging of student files.
- Enabled pending student aid and scholarships to be viewable on student's bills.
- Coordinated and implemented Loans By Web process.
- Transfer administration student 3rd party billing, exemptions and waivers to the financial aid office.
- Developed reports and process to more efficiently process student aid.

Module Representative Aid System for SunGuard BiTech users Group.

Former member of TG advisory Board.