

2910 Brandenburg Lane
Brenham, Texas 77833
Home 979- 277-0934
Work 979-830-4146
Cell 979-251-4073

Scot Mertz

Experience

December to 2010 to Present Sam Houston State University Huntsville, TX
Associate VP for Enrollment Management

Oversee the following departments in the Division of Enrollment Management

- Financial Aid
- Registrar's Office
- Veteran Resource Center
- Career Services

October 2006 to December 2010 Sam Houston State University Huntsville, TX
Assistant VP for Enrollment Management

Oversee the following departments in the Division of Enrollment Management

- 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- Performed R2T4 calculations on withdrawn students and students with grades of all F.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.

September 1998 to September 1999 Blinn College Brenham, TX

Interim Director of Financial Aid

Direct all aspects of Financial Aid for all four Blinn College campus 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 institutional and outside scholarship programs.

February 1996 to September 1998 Blinn College Brenham, TX

Assistant Director of Financial Aid

- Performed all Electronic Data Exchange function for the college between the Department of Education and Blinn College.
- Verified, package and perform professional on judgments student files.
- Assisted in preparation of FISAP and required Texas Higher Education Coordinating Board reports.
- Performed Financial Aid outreach sessions at area high schools.
- Advised students and parents on all aspects of student financial aid.

October 1993 to February 1996 Blinn College Brenham, TX

Lead Consultant Small Business Development Center

- Advisor for the Center for Small Business Development
- Advised entrepreneurs on the startup of small businesses.
- Develop business proformas and business plans.
- Advised entrepreneurs on the Small Business Administration loan programs and regulations.
- Assist in completion of Small Business Administration loan packets.

Education

Master's of Business Administration

Prairie View A&M University, May 2005

Bachelors of Business Administration in Marketing

Sam Houston State University, May 1993

Earned 48 Hours towards AAS Blinn

College 1988-1989

**Committees and
Organizations**

TASFAA, NASFAA, TACRAO, SoACE

Module Representative Aid System for SunGuard BiTech users Group.

Former member of TG advisory Board.