

Discussion on improving the working ability of academic administrators in colleges and universities in the new era

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Abstract: The new era has put forward new and higher requirements for all aspects of college work, the school is constantly developing, the university administrative staff as a bridge and link between the school administrative department and teachers and students, in the university teaching management work plays an important role. High-level universities need high-level teaching management workers, this article on how to improve the work ability of university academic administrators put forward relevant suggestions and views.

Key words: New era, academic administrators, working ability

The report pointed out that education, science and technology, and human resources are the basic and strategic support for comprehensively building a modern socialist country. We will give priority to education development, continue to educate people for the Party and the country, comprehensively improve the quality of independent training of talents, strive to train top-notch innovative talents, and use them to gather talented people from all over the world. As an important base for high-quality personnel training, institutions of higher learning perform three basic functions: education, teaching, scientific research and serving society. When it comes to education and teaching, the first thing that comes to mind is teachers and students. Teachers and students constitute the main body of teaching activities, teachers are the main body of teaching, students are the main body of learning, but the smooth development of actual teaching activities can not be separated from the arrangement and coordination of educational administrators. As the “central nervous system” of teaching work, academic administrators in colleges and universities are an indispensable part to ensure the smooth progress of teaching work. The new era puts forward higher requirements for the development of colleges and universities. As a college administrator, he should constantly enhance his working ability to adapt to the new content and new requirements put forward in the new era.

1. The duties of academic administrators in colleges and universities

The work content of academic administrators in colleges and universities mainly focuses on undergraduate teaching affairs to ensure the smooth development of various teaching work. Undergraduate course selection, teaching materials, examination arrangement, score entry, score review, student status review, graduation review, graduation thesis, big creation project, teaching materials sorting and archiving. In addition to the above routine work, it also includes the revision of undergraduate teaching syllabus, teaching quality evaluation, school curriculum ideological and political construction, teacher teaching and research reform projects, teaching team, first-class professional application, teaching competition, discipline competition and other matters. It can be seen that the work of the academic administrator is complicated and trivial, requiring the academic administrator to have patience, care and responsibility.

2. In the new era of university academic administrators should have the ability to work

1. Have high ideological and political accomplishment

There are many places in the work process of academic administrators need to contact students directly, such as course selection, examination, college students' innovation and entrepreneurship activities, student status review and other links may be directly communicated with students. Under the background of whole-staff, all-round and whole-process education, academic administrators should also change their role positioning in time and take the initiative to assume the responsibility of education. Education staff must educate themselves first, and only with high ideological and political accomplishment can educational staff be able to shoulder the important mission of educating people. So how to improve their own political accomplishment, is to constantly strengthen the theoretical study, improve political position, and constantly enhance political acumen. Enrich oneself with the most advanced theoretical thoughts, study contemporary Chinese Marxism, grasp the spirit of the Party's 20 Major Congress, deeply understand its scientific connotation, spiritual essence and essential requirements, and constantly improve their own theoretical level, political accomplishment and work ability. Constantly strengthen the “four consciousnesses”, firm the “four self-confidence”, and achieve the “two maintenance”. We should unify our thoughts and actions in the spirit of the Party's 20 National Congress and in the fundamental task of promoting morality and cultivating people.

2. Enhance the awareness and ability of educating people

“Three whole education” requires to achieve the effect of whole-person, all-round and whole-process education, which means that education is not only the responsibility of teachers, but also shouldering the mission of education as educational administrators who have more contact with students. The importance of classroom as the “main battlefield” of education is self-evident, and it is equally important to open up the “second field” of education outside the classroom. In the new era, as a college administrator, we should also have the overall view of “three whole education”, firmly establish the awareness of education, and form the idea that as long as the place in contact with students is the classroom of education. While establishing the concept of educating people, they should also have the corresponding ability of educating people, which requires the educational administrators to have a higher ideological and political quality, learn to understand the rich connotation of the latest achievements of Marxism in China and The Times, and enrich their knowledge reserves. Learn and be good

at digging education resources from the work content, so as to better integrate the work content with the education elements. In fact, there are rich ideological and political resources in the educational administration work of colleges and universities, which requires the majority of educational administration workers to be diligent in digging and good at digging. Take the work of course selection for example, every semester will carry out course selection, before the start of course selection, the academic administration will conduct course selection guidance to the students, to explain the rules of course selection, course selection usually has a deadline, after the deadline can not choose courses, so we must complete the course selection within the specified time. And the course selection should be selected in accordance with the requirements of the training program. If you miss the course selection, there will be no credits, and if you are not satisfied with the prescribed credits, you can not graduate. "There are national laws and schools have school rules". By explaining the course selection rules, students are actually helped to establish a sense of rules. They should abide by the rules and regulations of the school in school, and abide by the laws and regulations of the country in society, so as to strengthen students' sense of rules and rule of law. By constantly exploring the ideological and political elements in the work content, the contact and communication process with students will be built into the "second classroom" of education, and the resultant force of education will be formed in and out of class and the synergistic effect will be enhanced.

3. Improve the level of informatization

Informatization is the trend of future development. Informatization can organize and classify complex teaching information, quickly retrieve useful information from a large number of data, and easily and timely obtain statistical data to provide reference for decision makers. Informatization has greatly improved our work efficiency. The complicated and trivial work characteristics of educational administration make informatization the only way. At present, most colleges and universities use educational administration management system to complete daily teaching management work. However, due to various reasons, the development level of informatization in various colleges and universities is uneven, and not all educational administration work content is included in the teaching management system. There are still some "dead corners" of informatization in the teaching management of colleges and universities. This requires university administrators not only to be skilled in the use of teaching management system, but also to have a certain computer operation foundation and office software skills. It is an effective means to help educational administrators improve their information level to organize regular information technology training and assessment for them. Informationization is a systematic and long-term work, and informationization is not only to learn to use modern teaching management means, but also to firmly establish the management concept of informationization, and constantly carry out information construction. Managers should maintain the concept of lifelong learning. Especially in the examination management, school management, graduation thesis and other modules using information electronic means can greatly improve work efficiency, improve accuracy and reduce the emergence of errors. Taking examination management as an example, the introduction of intelligent examination management platform to realize the whole process of issuing papers, marking papers and archiving is electronic, which can greatly reduce the workload of teachers, and provide convenience for the subsequent score review and test paper management of academic administrators. At the same time, it can also obtain and analyze the test score data in time; The electronic management of school status can help educational administrators quickly complete the review of school status, find out the students who have not completed the credits in the specified time, and carry out the change of school status in accordance with the school's regulations on school status management; Graduation thesis information management should include the topic selection, proposal, mid-term inspection, academic misconduct detection, pre-defense, defense and other whole process into the graduation thesis management platform, so that the whole process management is clear and controllable. Not only that, the realization of informatization can also provide convenience for follow-up subject evaluation, professional evaluation, engineering certification and other work, but also reduce the retention of a large number of paper materials and improve space utilization efficiency.

4. Enhance the awareness of active service

The post of academic administrator has strong service function. As an important "hub" for the normal operation of teaching work in colleges and universities, it receives policies and notices from the Academic Affairs Office and various relevant departments of the university, digests and absorbs them, and then implements and conveys them. For the problems and needs encountered by students and teachers, they should timely feedback to their superiors and help solve them. To improve the sense of service requires a change in the concept and working method, based on the job responsibilities, close contact with teachers and students, and work hard to serve teachers and students. To enhance the sense of active service requires patience and meticulousness, and mutual understanding. Learn to put yourself in others' shoes and think more from the perspective of the object of service -- students and teachers. For example, it is easy for students to miss the selection of courses in each semester. From the perspective of students, we should think about how to make all students master the rules of course selection, so that the news notification can be communicated in a timely manner, and reduce the situation of missing and wrong selection. From the perspective of students to think about how to carry out integrity education before the exam can make students better accept, reduce the occurrence of test discipline; From the perspective of teachers, considering that it is difficult for some elderly teachers to operate in the teaching management system, such as transferring lessons, applying for textbooks and other matters, recording corresponding operation videos or making operation guides can solve this problem. Active service should consider from the other side's point of view, and think about how to improve the working methods to better enhance the service level.

5. Have the ability to learn with The Times

In the new era, the Party's educational policy has put forward new and higher requirements for college personnel training. As an academic administrator, it is necessary to have the learning ability to keep pace with The Times, to achieve lifelong learning, to maintain an open mind and the ability to accept new things is very important. From the perspective of popularization of information technology,

the popularization and use of teaching management system, graduation thesis management system, OA system and cloud disk within the school; The graduation thesis sampling system and the practice data collection system of the higher education committee outside the school are put into use. The development of the above information technology encourages the educational administrators in colleges and universities to constantly learn new knowledge and adapt to the new system. With the proposed concept of “three-in-one education”, educational administrators should have the function of educating people in addition to doing a good job in teaching management, which puts forward new and higher requirements for educational administrators in colleges and universities. They need to learn how to explore the educational elements in their work, so as to achieve the effect of educating people at the same time. In order to cultivate socialist builders and successors with all-round development of morality, intelligence, physical fitness, United States and labor, labor education is being valued and standardized. Educational administrators need to learn and master the latest documents on labor education formulated by the school according to the spirit of superior documents. Only educational administrators themselves can clearly convey these documents to students and teachers, and answer the questions raised by teachers and students; In order to cultivate students’ innovative spirit and entrepreneurial ability, the credits of innovation and entrepreneurship are included in the training plan of undergraduates, and the academic administrators should not only master the relevant systems and rules of credit calculation of innovation and entrepreneurship, but also have a certain understanding of the discipline competition of related disciplines. The constant changes in the outside world urge the academic administrators to constantly master new policies and new skills to adapt to the new situation. Instead of passively adapting to the external changes, it is better to keep a positive and open mind to actively embrace new changes.

3. Conclusion

In the new era and new journey, colleges and universities should firmly grasp the fundamental task of cultivating people by virtue, take “cultivating people” as the fundamental and the goal, and encourage front-line teaching and management personnel to enhance their work ability and improve their professional quality. Provide more diverse training opportunities for front-line teaching managers to improve themselves, improve the promotion mechanism for front-line teaching managers, and enhance their enthusiasm for work. Strive to build a modern teaching management team with strong professional ability, high professional quality and high service level, and provide a strong guarantee for promoting the steady improvement of teaching level.

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