

# Reflections on the position of academic secretary in Higher Vocational Colleges in the digital era

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**Abstract:** under the background of the great rejuvenation of the Chinese nation, the strong promotion of the strategy of rejuvenating the country through science and education, the efforts to create world-class universities, and the Internet big data, colleges and universities should stand in the forefront of the times, and the traditional mode, method and mechanism of educational administration will undergo profound changes. The academic secretary plays an important role in the teaching management system of colleges and universities, affecting the teaching order and teaching quality of a school. But for a long time, the educational Secretary has been troubled by various factors, and now it is in the key stage of higher vocational education reform. The new situation puts forward higher requirements for the post of educational secretary.

**Key words:** digital age; Academic secretary; Teaching reform

## introduction

At present, the data of students, teachers, examination affairs, resources, educational administration and so on in all colleges and universities are generated at all times. They contain the laws of educational administration management, and also reflect the interaction between teachers and students, the two main bodies in educational administration work. Academic secretaries are always faced with the challenges of these information. How to apply advanced big data technology to better ensure the teaching order in the era of big data, we should grasp the working characteristics of academic secretaries in Colleges and universities in the era of big data. While improving the professional quality of academic secretaries, we should re-examine the concept, responsibilities, new situations, new problems and new requirements of academic posts, Update ideas and methods to meet the development needs of Higher Vocational Education in the era of big data.

## 1 A new understanding of the talent training mode of Vocational Education in the digital age

With the deepening of the market economy and the rapid development of China's modern vocational education, the main function of vocational education has changed from a single teaching and educating people to a diversified knowledge community integrating talent training, scientific research, social services, cultural heritage and international exchange and cooperation.

Among the three major functions of teaching, scientific research and social service in Colleges and universities, the most basic function is to cultivate high-quality talents through education and teaching. Teaching is not only the core work of teachers, but also the guide to expand scientific research and social services. However, due to the trend of specialization, the differentiation of various professional fields has become increasingly serious, resulting in the ivory tower phenomenon of the separation of knowledge and social practice. Serving the society is the ultimate goal of higher education. At present, many enterprises find that college students and graduate students with higher education are not necessarily strong in practical work ability, and they need to undergo a lot of enterprise training to be competent for work needs. Especially with the development of science and technology, a series of production and work scenarios with technology as the underlying architecture, such as smart factories, unmanned workshops, aircraft express, etc., have emerged. The relationship among teaching, scientific research and social service is closer. Social production depends on science and technology, while science and technology depends on education. Therefore, deepening the reform of vocational education will play a more direct role in promoting social and economic development, and its effect will be more significant.

## 2 Reorientation of the role of educational Secretary under the background of vocational education reform

In the context of in-service education reform and big data, only by using big data to promote vocational education reform can the reform be more landing and accurate. To cultivate new high-tech talents, we must adopt new teaching ideas and methods. The traditional teaching is carried out around teachers, because before the industrial revolution, the development speed of the whole society was relatively slow, and scholars with extensive knowledge could master most of the knowledge at that time; With the advent of the Internet era, individual has become a small point in the network, and individual knowledge has become a wave in the vast ocean of knowledge. Therefore, the source of knowledge in the 21st century has changed from people to the Internet, and the knowledge stock and overall evolution speed on the Internet are much faster than individual memory and learning. The wide range of networked information flow is the most common and direct source of knowledge in this era, which is the main reason why there are more and more open source code, open communities and

social platforms.

## 2.1 Education system informatization

Information based teaching, guided by modern education theory, uses modern information technology to develop education and teaching resources, digitize all aspects of education, improve education quality and learning efficiency, and form a new education mode to meet the requirements of the future information society. In information-based teaching, a series of factors such as teaching concept, organization, content, mode, technology, evaluation and environment should be informatized. However, there are still some problems in the practice of educational informatization.

First of all, the overall architecture of information-based teaching is not perfect. Some of the hardware or explicit links are easy to be informatized, such as teaching content, teaching tools and teaching environment; However, some implicit or flexible links are not yet informatized or the degree of informatization is not high, such as concept, organization, evaluation and so on. Therefore, when each link is nested into a system, the integrity of the whole teaching process informatization is not strong.

Secondly, the matching of information teaching is not enough. Because the information service providers in each teaching link are different, and the systems, languages, design ideas and functions adopted are also different, some functions are well coordinated after combination, while some problems such as repetition, omission and cumbersome operation steps will occur. Sometimes, problems such as the incompatibility of the system, the inability of some functions or the system crash will occur. In order to avoid these problems as much as possible, we need to take precautions, communicate well in the top-level design, and consider the difficulties that may be encountered in the systematic operation and specific operation scenarios in advance.

Thirdly, the synergy of information teaching needs to be strengthened. The collaboration mentioned here includes the collaboration of functions between software and software, the collaboration between software and users, and the collaboration between users and developers and maintainers. In the process of teaching management, teachers' teaching and students' learning, in order to make the information flow smoothly (the former link is easy to collect, the current link is easy to store and process, and it is easy to transmit to the next link, which is conducive to the data use of the next link), it is necessary to control the process of the entire data system and maintain and adjust the micro data, Only in this way can we truly play the core role of data in information teaching quickly and efficiently.

## 2.2 Diversified training mode

By learning from the German "dual system" talent training mode, China's higher vocational education has obtained new growth space. "Dual system" is a mode of school enterprise cooperation in running schools. Under this new teaching mode, the work of the academic secretary is further difficult. First of all, the academic secretary should participate in the preparation of the teaching plan under the work integrated learning mode, such as how to assess, credit distribution, etc., and need to participate in the implementation of the whole process; Moreover, some conventional educational administration work is very different from the past. For example, the timetable is no longer static, but dynamic. The Secretary of educational administration needs to make a reasonable arrangement of the time outside the students' work and teachers' time, which increases the work intensity and difficulty; In addition, under the work study combination mode, the coordination ability of the educational Secretary also needs to be further enhanced, and at the same time, it also needs to have greater patience and affinity. The group of educational secretary is no longer just teachers and students, but also related personnel of enterprises. Without the active cooperation of enterprise experts, many teaching activities will be difficult to carry out.

## 2.3 Digitalization of teaching information

The academic secretary should also have a high awareness of information recognition and information analysis ability. First of all, we should be sensitive to feeling information, actively excavate and collect information conducive to teaching, and be keenly aware of first-hand information; Secondly, it is necessary to screen, analyze and classify all kinds of information obtained, eliminate the rough and extract the fine, eliminate the false and retain the true, and extract valuable information. The rise of cloud computing, Internet of things, data mining and other technologies has broadened the sources of information and data for online education evaluation: with the advantage of technological progress, the system can synchronously record the learning behavior data of online learners, which provides real and reliable data support for learning evaluation; The whole learning process is studied by continuously mining and analyzing learners' learning data (such as learning times, learning duration, test scores, etc.) and learning behaviors (such as hobbies, communication activity, questioning enthusiasm, etc.); Learners can make self-evaluation, mutual evaluation between groups or mutual evaluation between learners with the help of social networking and other tools. Education managers can use the data platform to dynamically track and analyze the behavior data of teachers and learners before, during and after school, and can accurately control the whole process of digital teaching and teaching effect.

## 3 Re optimization of the post function of academic secretary in Higher Vocational Colleges

The main work of the traditional academic secretary is to assist the department leaders in dealing with the daily teaching management work, mainly including the following aspects: according to the teaching task, scientifically and reasonably arrange the curriculum schedule,

timely implement and count the adjustment, suspension and make-up of teachers, and ensure the orderly implementation of the teaching plan; Collect, check and prepare teachers' curriculum schedule, final examination papers, teaching logs, students' graduation thesis and other teaching materials; Coordinate and arrange the time and place of various lectures, observation classes and demonstration classes; Timely notify all teaching and research sections and teachers to do a good job in the textbook subscription work of each academic year; Be responsible for the verification and registration of students in each semester, and carefully review the graduation conditions of graduates; Assist leaders to implement, inspect and summarize the mid-term teaching quality inspection; Coordinate and arrange the time and place of final examination, make-up examination, retake, CET-4 and CET-6, computer grade examination and Mandarin test, as well as the arrangement of invigilators; Assist the academic affairs office and department leaders in the statistics and assessment of teachers' workload in each semester. Under the influence of big data, these works will be transformed or assimilated by data.

### **3.1 Transformation from transaction type to data type**

The reform and innovation of educational administration in Colleges and universities must focus on the educational administrators. However, the most important data analysis and law research in the era of big data are ignored by most educational secretaries. Colleges and universities should vigorously promote the application of big data technology in educational administration work, so as to enhance the awareness of the teaching secretary team in collecting, managing, analyzing and studying educational administration big data, and take the initiative to run big data through the whole process of teaching and research, so as to better promote the college educational administration management to move closer to big data. The management department should actively organize the academic secretary to participate in the training of big data technology skills, strengthen the training of corresponding software application and data analysis skills, and regularly organize the case study of the practical application of big data technology in the school. Carrying out new digital skills training is conducive to improving the comprehensive practical ability of the academic secretary and the tactical level of teaching management. At the same time, the Secretary of educational administration should also vigorously improve the awareness of big data, which is different from the traditional educational administration, speed up learning and improve the corresponding computer network technology and big data processing ability.

### **3.2 Transformation from service type to organization type**

The Secretary of educational administration mainly serves for teaching and handles the related affairs involved in teaching management, with strong professionalism. Specifically, the Secretary of academic affairs is the adviser and assistant of the leaders of secondary colleges and departments, and has participated in the investigation and research of teaching management, information collection, supervision and urging, file keeping, examination organization and conference reception. In the teaching management of colleges and universities, the educational secretary is not only the organizer at the grass-roots level, but also the specific executor. It is the bridge and link between the educational administration work of the University and the teaching work of colleges and departments. Looking at the current historical stage, the school is in the process of evolution from the original small and medium-sized organizations to large or giant complexes. The complexity of the organizational structure and the self-control of the work unit are its two major characteristics, which also forms the inevitable trend of the further transformation of the academic secretary from a service-oriented to an organizational type.

### **3.3 Transformation from educational administration type to teaching research type**

For a long time, people have not fully understood the work of academic secretary in Colleges and universities, which has greatly affected the effective performance of academic secretary. In higher education, the academic secretary is at the grassroots level of the management position in Colleges and universities, so some people think that the work of the academic secretary is only to deal with trivial tasks, with low technical content and insignificant work, thus marginalizing the work of the academic secretary. On the other hand, the academic secretary himself has insufficient understanding of the richness and depth of teaching affairs, and his participation in teaching and scientific research is not strong. With the deepening of education reform in the new era, the team of academic secretaries in Colleges and universities is constantly moving towards youth, informatization and modernization, which is the trend of the development of higher education in the digital era. At the same time, it also poses new challenges to the work of academic secretary in Colleges and universities in the new period. The new teaching management, on the one hand, is the organization management under the new teaching scene, on the other hand, it also needs to carry out conscious specialized teaching research with the help of data and information, and explore how to better use big data, new media and information tools to better serve and promote teaching reform.

## **epilogue**

In the face of higher and higher data "Besieged City", if the academic secretary is only engaged in the invariable data collection, summary and statistics, then the working state will undoubtedly become dull and lack of passion; If we can participate in the vivid classroom teaching extensively and deeply through data analysis and research, we can turn boring numbers into meaningful and active teaching kinetic energy, which can return to the classroom and form a positive feedback and virtuous cycle of digital teaching. Therefore, in order to develop vocational education in the new era, it is necessary to take big data as the starting point of educational administration work, and redefine

the work content and necessary quality of educational administration secretary. Only by activating the data research ability of the academic secretary can we really improve the quality and efficiency of data and make front-line teachers even stronger. Therefore, it is particularly important to build a high-quality, efficient and digital teaching management team around the collection, screening, integration, sorting and analysis of big data, and the integration of teaching concepts and classroom practice.

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