

Thoughts on the Standardization of Administrative Management in Vocational Colleges in the New Era

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Abstract: In the new era, the main measure of vocational college reform is the standardization of administrative management in vocational colleges. This completely follows the reform and development trend of vocational colleges. It is necessary to improve the current vocational college system and establish a standard vocational college standardization work system. Promoting the administrative management of vocational colleges has played a very important role. In the face of reform, vocational colleges must actively adapt to the new environment, gradually implement standardization into all aspects of administrative management, establish a comprehensive and detailed work standardization system, and promote the comprehensive strength of vocational colleges.

1. Introduction

The administrative management of vocational colleges should focus on the educational objectives, establish corresponding systems, take relevant measures, and organize corresponding standardized administrative management activities. In the process of implementing the standardization reform of administrative management, vocational colleges should scientifically coordinate resources inside and outside the school. In combination with the educational goals of vocational colleges, the management of vocational colleges is promoted to be more standardized. The administrative management content of vocational colleges covers general affairs management, teaching management, teacher management, student management, school ethics management, school appearance management, etc. This is not a simple stage work, but a complex, long-term work. The standardization of the administrative management of vocational colleges plays a key role in promoting the normal operation of vocational colleges. Standardization means that vocational colleges and universities in the implementation of specific management work through the formulation of systems, regulations, to ensure that management is well organized, in accordance with the relevant regulations to do the appropriate management. The standardization of administrative management in vocational colleges will be beneficial to the sustainable and healthy development of vocational colleges.

The administrative management of vocational colleges is to rationally plan and utilize the resources of all parties inside and outside the school, to guide the teachers and students correctly, and to carry out various purposeful educational activities on campus to realize the orderly advancement of the management of vocational colleges. The goal. The administrative management work of vocational colleges is very extensive, including the management of general affairs, as well as the management of teachers, students, school spirit, and school discipline. The implementation of the standardization of administrative management in vocational colleges should be based on a comprehensive management system. All management tasks should be carried out in an orderly manner in accordance with relevant systems, and a standardized vocational college management system should be established to enhance the cohesiveness and competitiveness of vocational colleges.

2. The status quo of the administrative management of vocational colleges

2.1 Unable to clarify work content and job responsibilities

At present, the administrative management of vocational colleges in China still follows the “government-style” management model, and the organizational structure is similar to the “pyramid” style. This kind of organizational structure presents multiple levels of characteristics, and each level is responsible for more detailed work. However, the disadvantage is that managers are too complicated, people are overstaffed, and the distribution of each manager's work is uneven. At the same time, the administrative management work of vocational colleges is classified more, and most of the work content is complex. Some of the work is not clear, there is no clear job owner, and most people can't do it actively for such work, relying only on the method of temporarily assigning work tasks. Therefore, the work process is not scientific, and there is no corresponding service charter. This has caused many difficulties for teachers and students to handle administrative business. The teachers and students cannot clearly identify the specific responsible department responsible for a certain business. If this state continues, it will reduce the efficiency of management in vocational colleges. In the face of work, the phenomenon of management personnel will become more and more serious.

2.2 The management team has greater mobility

The main factor in implementing management in any organization is people. Therefore, the personal ability of administrative staff in vocational colleges will determine the quality of management in vocational colleges, and the overall quality of administrative staff will have a certain impact on the implementation of management in vocational colleges. As mentioned above, the organizational structure of the administrative staff of vocational colleges in China is similar to the “pyramid”. The disadvantage of this organizational structure is that the promotion path for administrative personnel is too narrow, and the promotion of positions is only achieved by the evaluation of professional titles. The salary of administrative staff is at a low level. In addition, the administrative management policies formulated by most vocational colleges are mainly aimed at teaching work, aiming at improving the quality of teaching, and have introduced policies that link teachers' salaries with teaching quality, and improve the overall quality of teachers in vocational colleges. The role is neglected. In this state for a long time, the wage difference between the administrative staff and teachers of vocational colleges has gradually expanded. This leads to the lack of enthusiasm of the administrative staff, the difficulty in exerting their subjective initiative in the work, and the lack of motivation for studying the administrative management methods and improving the work flow. Therefore, the administrative staff of vocational colleges have experienced frequent staff turnover and cannot form a stable administrative team of vocational colleges.

2.3 No comprehensive assessment incentives have been issued yet

At present, it seems that vocational colleges have not established a reasonable evaluation and incentive mechanism for administrative management, and use the year-end assessment to assess the quality of administrative management. It does not comprehensively calculate the work completion and quality of each administrative staff. Assessment, scientific evaluation. This form of assessment lacks effectiveness, there is no specific assessment index, and the subjectivity is too obvious. This also affects the enthusiasm of the administrative staff to a certain extent, and gradually reduces their enthusiasm for administrative management.

3. The specific measures for the implementation of standardized administrative work in vocational colleges

The administrative management system of vocational colleges provides an important guarantee for vocational colleges to carry out teaching, management and scientific research activities.

3.1 Establish a corresponding system to clarify responsibilities and content

The management system of vocational colleges is a specific reference for carrying out various management tasks in vocational colleges, which provides a basis for vocational colleges to carry out various management tasks. Therefore, a comprehensive and reasonable vocational college management system can effectively regulate vocational colleges. School activities.

In carrying out administrative management activities, vocational colleges shall, in accordance with various management systems, clarify the duties of leaders and management personnel at all levels and strictly abide by relevant contents of the system. At the same time, we should also comply with the needs of the development of the times, fully realize that the requirements of the socialist economic system reform and the reform of the science and technology system for vocational colleges should actively adapt to the development of social economy and abandon some unreasonable management systems of vocational colleges. In addition, all functional departments within vocational colleges must strictly implement various tasks, combine the nature and characteristics of various work in vocational colleges, establish a targeted institutional responsibility system, logistics target management system, etc., and further decompose vocational colleges. The overall goal of the school is to determine the direction of work, the content of the work, to achieve grading, classification and management. Avoid all kinds of shoving and smashing, and improve work efficiency.

3.2 Strengthening the construction of the ranks of administrative management personnel

Vocational colleges should be aware that high-level administrative staff is the core element to improve the quality of administrative management. It is necessary to create a good working environment for administrative staff and provide them with a platform to take advantage of their own advantages so that their talents can be obtained. Full display. Therefore, in the process of recruiting administrative staff in vocational colleges, we should focus on improving the academic qualifications of the corresponding recruits. Secondly, optimize the allocation of talents in each position and stimulate the subjective initiative of the administrative staff.

At the same time, it must be combined with the relevant assessment and incentive measures of vocational colleges to provide highly competitive salary conditions for administrative management personnel. Organizational administrative personnel regularly participate in training activities to improve their own quality and make them more suitable for the reform of the administrative management system of vocational colleges.

3.3 Introducing advanced management concepts and abandoning backward management concepts

Facing the rapid development of the information age, it is necessary for the administrative staff of vocational colleges to introduce advanced management concepts and keep up with the development of the times.

First of all, vocational colleges should fully adhere to the student-centered educational philosophy and educate people as the main teaching purpose. At the same time, it is necessary for the administrative staff of vocational colleges to increase their sense of service and to demonstrate innovation and initiative in their work.

Secondly, the administrative staff of vocational colleges should pay attention to advancing with the times and constantly improve their professional level and practical skills. If they encounter problems and innovative ideas and find solutions, they should not limit the solution to the traditional methods and master the national policies. Active and innovative management methods.

Finally, improving the efficiency of administrative management should be combined with the characteristics of the times. For example, with the rapid development of the network, people's instant messaging tools use WeChat, QQ, etc., which are more convenient and efficient compared to telephone and email. It is necessary for the administrative staff of vocational colleges to keep up with the times to learn new technologies and apply new technologies to real work, so as to improve work efficiency.

3.4 Formulating a scientific evaluation mechanism for vocational colleges

Vocational colleges should formulate a comprehensive and reasonable assessment and incentive mechanism based on their own conditions, set objective evaluation criteria for each assessment content, and adhere to fairness in the assessment process. The annual evaluation adopts a secret ballot method and selects excellent workers among the administrative staff to encourage everyone to work hard and strive for excellence.

To build a good feedback mechanism, it is necessary for vocational colleges to understand the defects and deficiencies in the management work from the feedbacks of various departments, and send the feedback directly to relevant departments and individuals, by holding meetings and discussing research methods. Inadequate improvement.

3.5 Paying close attention to the construction of the four winds and realizing the Chinese dream of vocational colleges

The construction of “Four Winds” is the style, school spirit, study style and teaching style in vocational colleges. This is the unique advantage of vocational colleges accumulated by all the teachers and students of vocational colleges in long-term practice activities. “Four Winds” has clearly defined the direction of hard work for vocational colleges, and can guide the teachers and students of the whole school to further regulate their own behaviors. This is also a kind of spiritual power that constantly inspires the teachers and students of the whole school to work together. Therefore, the “four winds” construction and “The goal of “Chinese Dream” and “Two Hundred Years” is the overall norm of the behavior of teachers and students throughout the school. The focus of China's education system reform is to regard students as the main body of education work. Vocational colleges should pay attention to the construction of study style and fully infiltrate the construction of “four winds” into activities to improve students' ideological and moral quality.

4. Conclusion

To sum up, the standardization of administrative management in vocational colleges is not a one-step process. It requires a long process of continuous accumulation and gradual formation. The establishment of corresponding systems further regulates the administrative management of vocational colleges and promotes the administrative management of vocational colleges. The work is gradually standardized and reasonable, guiding the behavior of teachers and students throughout the school. Therefore, it is necessary for vocational colleges to follow the law of vocational college education development, standardize administrative management, promote the quality of management work and work efficiency to a new level, and give full play to the important role of vocational colleges in the construction of “Chinese Dream”.

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