

# **Research on the Fine Management of Office Administration in Art Departments and Colleges in Universities**

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**Abstract:** Office administration of art departments and colleges is directly related to student management and the arrangement of teaching plan. Under the new situation, the office administration of art departments and colleges needs to make certain innovations and adjustments, that is to adopt the fine management into the office administration of art departments and colleges to further improve the efficiency and management of administration. This article mainly analyzes the relevant contents of fine management of office administration in art departments and colleges, with the aim to further improve the fine management of office administration and better serve the student management and the arrangement of teaching plans in colleges and universities.

## **1. Introduction**

The administration in the office of the art departments and colleges is relatively complex, especially under the new situation, the working pressure of the office administration is also increasing. In order to further improve the level of administration in offices of art departments and colleges, and do a good job in school logistics, teaching, scientific research and other affairs, it is necessary to actively adopt fine management model. The administrative staffs of the art departments and colleges need to have a full grasp of the concept of fine management, and effectively apply countermeasures into the administration of the art departments and colleges, so as to reduce the errors in work, and improve the management level.

## **2. The Analysis on the Necessity of the Fine Management of the Office Administration in Art Departments and Colleges**

### **2.1 Conducive to Improve the Effectiveness of Function Performance of Offices in Art Departments and Colleges**

The administration of the art departments and colleges in universities involves a lot of aspects, such as the secrecy work, the school management, the formulation of the working system, and the filing and sorting of the archives. Therefore, strengthening the research on fine management of offices helps to improve the effectiveness of the function performance of offices in art departments and colleges.

### **2.2 Conducive to Improve the Standardization of Office Administration in Art Departments and Colleges**

The implementation of fine management can improve the standardization of office administration in art departments and colleges, and ensure that all resources can be reasonably allocated and utilized. Therefore, it is necessary for administrative staffs to construct improved rules and regulations in accordance with the actual situation of the art departments and colleges, to guarantee that under the constraints of a sound and complete system, the office administration can be more standardized.

### **2.3 Conducive to Improve the Level of Informatization of Office Administration in Art Departments and Colleges**

Fine management and modern information technology are closely linked. The promotion of fine management in office administration in art departments and colleges can promote the overall popularization of automated office equipment. With the help of online platform, staffs can realize faster information transmission, which can maximize information sharing. What's more, it is of great significance to improve the level of informatization of office administration.

## **3. Existing Problems in Office Administration in Art Departments and Colleges in China**

### **3.1 Service Consciousness Needs to Be Improved**

The lack of Service consciousness is one of the common problems in office administration in art departments and colleges in China. The main reason is that some administrative staffs lack a comprehensive understanding of their own work, they think that administrative work is dispensable and not important. This kind of thought undermines their passion in office administration. Without innovative consciousness and overall consciousness, the administrative staffs have aversion to their own work, making it difficult to ensure work efficiency and work quality<sup>[1]</sup>.

### **3.2 The Incentive Mechanism Needs to Be Improved**

Although there are corresponding evaluation mechanism for the office administration of most colleges and universities in China, the evaluation mechanism lacks innovation and still needs to be perfected. Most of them focus on the assessment of ethics, diligence, ability, performance, etc., and do not include objective assessment indicators. Due to the imperfect assessment system, it is difficult to fully evaluate the performance of administrative staffs in art departments and colleges. In addition, the imperfect incentive mechanism and lack of innovation directly weaken the staffs' working passion in office administration.

### **3.3 The Overall Quality of Staff Needs to Be Improved**

It is a common problem that the overall quality of the administrative staffs in art departments and colleges needs to be improved. Office administration is complicated, therefore, some young staffs are prone to be slack in work, which will cause the enthusiasm of the staffs to fade. In addition, generally, the newly recruited administrative staffs have relatively low technical abilities, professional qualities and political consciousness, which will also impede the smooth development of the administrative work in art departments and colleges.

### **3.4 Functional Positioning Needs to Be Further Clarified**

In recent years, with the continuous improvement of China's education system, the school scale of art departments and colleges has also been expanded. This is manifested by the increasing number of office staffs in art departments. However, with the large number of administrative staffs and the unclear responsibility distinction in art departments and colleges, the efficiency of office administration will be further damaged and even result in mutual blame<sup>[2]</sup>.

## **4. Analysis on the Concept of Fine Management of Office Administration in Art Departments and Colleges**

### **4.1 Specification**

Specification means that every work must be accomplished to the best, and perfect implementation rules and inspection and monitoring rules should all be formulated. For the managers of office administration in art departments and colleges, it is necessary to assign detailed tasks, make detailed responsibilities and tasks division, detailed work guidance, work standards, and assessment standards. Specific responsibility, specific task, and specific link are common methods in the administration of art departments and colleges. Specific responsibility is to assign

responsibility to each person, so as to avoid unclear powers and responsibilities that may cause administration failure. Specific task is to decompose the overall task into multiple small tasks according to the logical structure or chronological order. Specific link is to ensure the effective connection between the administrative tasks and improve the integration of administration.

#### **4.2 Quantification**

The so-called quantification is to carry out quantitative transformation of each task, requirement and completion, etc., and convert them into measurable quantitative standards.

#### **4.3 Process**

The process is to divide the office administrative tasks into corresponding components according to the logical structure or the structure of the task itself, and carry out the corresponding operations according to the specific tasks. This kind of administrative model can effectively ensure the quality and efficiency of office administration in art departments and colleges. Normally, the administrative processes can be summarized into the following three steps: the first step is process description, which mainly describes the current task processes; the second step is process analysis, which mainly recognizes the existing problems and formulates improvement measures; the third step is process reengineering, which is to further optimize and improve the process on the basis of the original one, standardize each process, so as to avoid corresponding work errors<sup>[3]</sup>.

### **5. Measures to Promote Further Improvement of Fine Management of Office Administration in Art Departments and Colleges**

#### **5.1 Construct a Perfect Administrative System**

A perfect administrative system is indispensable for the fine management of office administration in art departments and colleges. And a sound and perfect administrative system can play a restrictive role in office administration and can ensure clear working responsibilities as well as optimization of working process. First of all, the administrative staffs of art departments and colleges need to formulate scientific and reasonable work standards, and incorporate the allocation of tasks, quality requirements of tasks, efficiency requirements and time limits into the work management standards so as to provide foundation for the smooth development of administrative work; Secondly, regularize and format the administrative work, record the working methods and work process with the help of fixed and standardized files, so as to provide guidance and restriction; and finally unify the administrative work in art departments and colleges to ensure that the administrative content and process are further clarified. Specify and quantify the responsibilities, execution standards, operating procedures and working methods of office administration in order to provide favorable conditions for the fine management of office administration in art departments and colleges<sup>[4-5]</sup>.

#### **5.2 Build Perfect Electronic Archives to Do Information Recording and Filing**

Basic information directly affects the level of fine management of office administration. Therefore, administrative staffs in art departments and colleges need to flexibly build complete electronic archives with the help of computers, record the relevant data into the electronic archives in detail and file them, so as to ensure further improvement of fine management of office administration. In addition, the improvement and implementation of the fine management cannot be separated from the effective support of electronic archives, which can ensure the further improvement of the efficiency and quality of office administration in art departments and colleges.

#### **5.3 Improve Staffs' Overall Quality**

The main feature of fine management of office administration in art departments and colleges is to vigorously promote the information office and paperless office. Therefore, under the fine management model, the staffs are required to participate in office administration in art departments and colleges with overall consciousness, responsibility consciousness and service consciousness,

and they also need to work hard to improve their professional quality. For those involved in fine management of office administration, there also should be professional training to prompt the staffs to have a comprehensive understanding of fine management, and improve their ability of fine management. Colleges and universities need to organize the training for administrative staffs of art departments and colleges, and the training should include basic knowledge, systems and administrative processes to strengthen the staffs' new understanding of fine management. Colleges and universities can also encourage the administrative staffs of art departments and colleges to improve themselves by means of post education and diploma education, provide targeted training for them, enable them to actively learn modern management concepts and methods, and continuously improve the level of fine management of the administrative staffs in art departments and colleges<sup>[6-7]</sup>.

## 6. Conclusion

In summary, office administration in art departments and colleges is an indispensable part in the management of universities, and the active promotion of fine management can improve the level of office administration. The above are the analyses of fine management of office administration in art departments and colleges, and hope this article will be conducive to the relevant research in this field.

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