

The Value Orientation and Realization Way of the Comprehensive Coordination Work of Office Secretaries in Colleges and Universities in the New Era

Xiaofang Wei

Pingxiang University, 337000

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Abstract: The quality of the office work has a huge impact on the overall work in an all-round way. "Only to have the situation well in hand can you gain a decisive victory a thousand miles away." And only the office work is done well, can the progress of all work have a reliable guarantee. However, in the new era, with the deepening reform of education, office secretaries should quickly adapt to the changes of the new era and the needs of the work and give full play to work creativity and motivation. University office (or Headmistress's office) is the important administrative department of colleges and universities, and it is responsible for up and down transmitting, internal and external working, and also plays an important role in the normal operation of colleges and universities. As the staff of university office, the quality of university secretary's work and their service attitude have a direct impact on the normal operation of the school itself as well as the exchange and cooperation between the school and the outside world. Therefore, in order to improve the work of the office secretary in colleges and universities, this paper studies the role orientation of the office secretary in colleges and universities and has extremely important practical significance in how to improve the working ability of the office secretary in colleges and universities in the new era.

1. Introduction

With the increasing influence of the new media such as Internet, mobile universities, cell phone universities and so on, colleges and universities have entered a more intense competitive era. The management concept, management system and management mode of media in colleges and universities will generate profound changes. Under the new situation of competition and development, higher requirements are put forward for the work of the office, that is, to be a good assistant, to do a good job in coordination and to do a good job in service. How well the office work is done is not only related to the efficiency and effect of the work carried out but also directly affects the external image of colleges and universities. Therefore, good office work plays a very important role in assisting leadership decision-making and coordinating daily affairs. In order to give full play to the functions of the office in the colleges and universities, we must adhere to the principle of "less slogan, less empty talk, but do what we say", and strive to build the office department into a strong collective of "diligent study, solid work, efficient service, innovation, unity and cooperation", so as to provide active, advanced and high-quality service for the development of colleges and universities.

2. The Characteristics of Comprehensive Coordination Work of the Offices of the Colleges and Universities

2.1 The Content of the Work of the Office Determines the Goal and Direction of the Comprehensive Coordination Work.

Any management work, especially the modern management work, needs effective coordination. Comprehensive coordination is one of the basic functions of the office work. The office staffs undertake a large number of political assistance with culture and internal and external communication and coordination work, also articles, meetings, affairs all contain a lot of

comprehensive coordination content.

2.2 The Functional Status of the Office Determines the Importance of Comprehensive Coordination Work.

As the comprehensive management and service guarantee department of colleges and universities, the office of colleges and universities is not only the command center for leading the work internally but also the bridge and link to perform the media functions of colleges and universities, and also a window to display the school's own image. Therefore, in a sense, comprehensive coordination runs through the office work, which is the top priority of the office work.

2.3 The Basic Functions of the Office Determine the Fundamental Requirements of Comprehensive Coordination Work.

The office shoulders the main functions of decision-making, organization and coordination, supervision and inspection, service guarantee and so on. As we all know, the main purpose of leadership coordination is to make decisions. The purpose of office coordination is to correctly handle various contradictions, to overcome work difficulties, to solve problems in time and properly, and to maximize the enthusiasm of all aspects, and then to ensure the realization of the organizational goals.

3. The Role Orientation of Secretary in Colleges and Universities

3.1 Administrative Assistant.

As the right and left arm of the school leaders, university secretaries are the thinking tanks for the school leaders to make formulate policies and to make overall plans. They make suggestions, take participate in the formulation of government affairs planning and school development planning, but in fact they do not deal with government affairs, they are non-decision-makers at the decision-making level. Generally speaking, according to the work deployment and leadership instructions of the school, the secretary of the university participates in the investigation, research and analysis before the major decision-making of the school, and acts as the assistant of the school leader. At the headmistress's office meeting, the secretary of the university should take good records of the meeting, and on some special occasions, they should put forward their own opinions on the current situation and problems of the school.

3.2 Handlers of Affairs.

Completing tasks assigned by the school leaders and assisting the school leaders to deal with daily affairs are the basic contents of the work of the university secretaries, such as writing, meeting and lettering. In addition, the assistant role of university secretary is also reflected in that during the absence of the school leader, they are the counterpart of the school staff and important visitors outside the school who want to contact the school leader, they can leave more energy and time for the school leader to participate in other more important affairs. Before the headmistress holds an office meeting, the secretary of the university should collect the relevant issues of the school leaders, and compile them and then distribute them to the school leaders, and they should also make relevant records of the meeting content, and summarize the meeting content after the meeting so to submit it to the school leaders. In addition, the university secretary should be familiar with the arrangement of various internal and external meetings and activities that the school leaders need to attend, and should inform the school leaders the process of meeting activities and related matters in advance, and make transportation, accommodation and dining arrangements in advance.

3.3 Colleges and Universities Serve.

As the overall planning organization of the administrative departments of the school, service is the secretary in colleges and universities' central work. Service has been running through the work of the university secretaries, and a good sense of service is the premise of doing a good job as

university secretaries. University secretaries not only need to serve the leaders, fully do a good job as the left arm and right arm of the leaders, but also need to serve the colleges, organs and departments, to coordinate and deal with the relevant work of the functional departments and secondary colleges, and to actively serve the work of the school. In addition, they also need to serve the majority of teachers and students as well as the off-campus visitors, provide services for school teachers and students, handle relevant matters for them, receive visitors from off-campus leading departments and brotherly colleges, and social individuals.

3.4 Coordinators of Internal and External Connection.

The development of the school is inseparable from the joint efforts inside and outside the school. Internally, the development of the school can not be separated from the cooperation of all colleges and departments. Externally, school-enterprise cooperation and school-government cooperation play an important role in promoting the development of schools. Hence, colleges and universities play an important role as a link and bridge. Colleges and universities should not only coordinate the relationship between schools and higher leadership units, other brotherly colleges and government departments, but also actively coordinate the relationship between various functional departments and colleges.

4. The Way to Realize the Work of Public Secretary in Colleges and Universities

4.1 Strengthening the Sense of Responsibility is the Basis.

The work of office secretaries in colleges and universities is complex, which requires them to strengthen their sense of responsibility. They should treat every detail of the work with a meticulous attitude, only by grasping this main thread, can they make every effort to solve some complex and trivial problems in the work, and fundamentally improve the quality of the work. When the problems arise in their work, they should dare to take on them, to actively find out where the problems are, to make changes, and to effectively find and correct them.

4.2 Improving the Ability to Perform Duties is the Guarantee.

The ability of office secretaries to perform their duties is the guarantee for the smooth development of office work. Only through continuous learning, updating the knowledge base and adding new skills, can they enhance the ability to carry out their duties and ensure the results of work. First, the secretary's ability to use information technology is the core of his ability to perform his duties. With the development of network technology, the application of office automation has gradually infiltrated into various industries. As the main tool of daily work, the application ability of computer directly affects the work efficiency. Second, the communication and coordination ability of secretaries is an important part of the ability to carry out their duties.

4.3 Improving Innovation Ability is the Key.

In the daily work of the office secretary in colleges and universities, if they blindly adopt some old-fashioned working methods, they will not only fail to achieve good results, but also may reduce work efficiency and produce errors. Therefore, in the ordinary work of the office secretary in colleges and universities, they should have the spirit of innovation, should actively adopt some new methods to deal with the tedious work, and should apply some innovative theories to the work as far as possible, so as to improve the work efficiency. The realization of office automation is an important guarantee to improve the efficiency of office work and promote the scientific management of the office.

4.4 Improving Team Consciousness is the Key Point.

The secretarial work in colleges and universities is a complex work. Not only the content is tedious, but also the handling of some problems has to go through some tedious procedures and processes. Therefore, this requires the office secretary in colleges and universities must have team consciousness in his work. As the saying goes, many hands make work light. In order to maximize

the work efficiency, one should not do the work all by oneself, but should actively strive for the help and support of the colleagues and leaders.

5. Conclusion

Serving teachers and students, assisting and coordinating supervision are the most important functions of office secretaries in colleges and universities. To do a good job of coordination is not only the premise to improve the overall level of office work, but also an important part to enhance the initiative of office work. Only by grasping the "ability" of coordination, enhancing the "effect" of coordination, striving to grasp the principle and artistry of coordination work, and straightening out the relationship between the upper and lower levels, can the office secretary ensure that all work is satisfactory to leaders, departments at the same level and all staff in colleges and universities, thus creating a good interpersonal environment and laying a good foundation for the development of office management and service work and continuously improving the quality and level of office work. Office secretaries in colleges and universities should constantly learn new knowledge, constantly improve their own quality, and do a good job as the staff of teachers and students as the leaders' staff officer, contributing their own strength to shape and maintain the image of the school and to promote the development of the school work.

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