

Problems and Solutions Existing in the Development of Teaching Secretaries in Colleges and Universities

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Keywords: college; teaching secretary; team building; problem; countermeasure

Abstract: Teaching management is the core of teaching work in colleges and universities, and teaching secretaries who are responsible for handling teaching work play an important role in the operation of teaching management. However, there are many problems in the teaching secretarial team in colleges and universities, such as the teaching secretary position is not paid enough attention to, the teaching secretary has low satisfaction with his work, teaching secretary lacks professional training and has little space for career development. Based on the author's study and practical experience, this paper first analyzed the attributes and functions of teaching secretaries in colleges and universities, then discussed the main problems existing in teaching secretaries in colleges and universities, and finally put forward some countermeasures for the development of teaching secretaries in colleges and universities.

1. Introduction

The focus of work in colleges and universities is the cultivation of talents, which is closely related to the level and quality of teaching management. Teaching management in colleges and universities is an indispensable part of educational work and a high-quality teaching management team will greatly improve the quality of talent output and the future development space of talents[1]. At the same time, it is of great significance for the country to realize the talent strategic plan. The teaching secretary team is at the forefront of the teaching management and is an important part of the teaching management team. Teaching secretaries shoulder two important tasks of teaching management and communication leadership, so the nature and content of their work make them play an important role in the whole teaching management team. Therefore, it is of great significance to optimize the management mode of teaching secretaries, attach importance to the construction of teaching secretaries, and probe into the development of teaching secretaries. It is of great significance for colleges and universities to carry out the reform of teaching staff to promote the cultivation of talents and to improve the quality of running schools[2].

2. The Attributes and Functions of Teaching Secretaries in Colleges and Universities

The nature of teaching secretary's work is determined by its work content. The teaching secretary is not only the basic manager, but also the teacher-student service and the contact person of various departments. First of all, college teaching secretaries manage the regular affairs of the college, secondly, they provide teachers and students with relevant information and help. Finally, they act as the liaison between the school departments and the school to convey information and coordinate the relations among the departments, and the teaching secretary's work runs through the whole teaching operation system. For example, before school starts, it is mainly responsible for notifying and postponing exams, arranging school schedules, and assisting in the collection and distribution of teaching materials. At the beginning of the semester, they assist the college supervision group to check the class and listen to the class and organize the teachers to observe and teach. According to the opinions of the leading group of the college and the time arrangement of the teaching teachers, they organize teachers to observe the teaching and count the old students and the list of new student's and the course selection situation. During the semester, teaching secretaries effectively communicate the notices of various departments, such as the notice of students' selection, the notice

of teaching inspection, the notice of young teachers' grand prix, the notice of CET-4 and 6, the notice of teaching and research subject and so on. They classify, collate and keep relevant teaching documents and teaching documents, they assist students who changed the status of the relevant procedures[3]. At the end of the semester, they organize graduates to graduate practice, graduation thesis check and defense and other related issues; they understand the test paper, printing, distribution and filing; they arrange final invigilator and inspection examiners; they assist the leaders to do the annual assessment of teachers and statistics of the supplementary examination. Their work is so detailed that each one must be done conscientiously and responsibly. College teaching secretary is an important hub of basic level teaching management. It is an important link between school and college, between college and college, between teachers and students. They play an important role in connecting the above with the following, coordinating the left and right, and communicating with each other. The teaching secretary's work must carry out the school's teaching guiding ideology and the general policy. The teaching secretary's workload is large, and the work is complicated, the responsibility is heavy, the work must ensure the certain time efficiency at the same time to guarantee the teaching to run normally and maintain the normal order of the teaching in colleges and universities.

3. Main Problems in Teaching Secretaries in Colleges and Universities

3.1 Insufficient attention has been paid to the position of teaching secretary.

First of all, we all think that the position of teaching secretary is not very important. We feel that anyone can do this job and this job does not require professional skills, and that the contents of the work are all arranged and directed by the teaching leaders. At best, it is a transactional task. At the same time, some leaders despise the work of teaching secretary, and some teachers who think that the secretary of teaching is only a handyman who can't do the teaching work discriminate against teaching secretary. There is no clear system for the promotion and evaluation of teaching secretaries in many colleges and universities, and the teaching secretaries are quite unstable and mobile, especially in some colleges and universities, where the posts of teaching secretaries have been vacant for a long time. Because many teaching secretaries want to take this as a transitional work, they can be transferred to other more promising industries or positions through various paths, which makes the teaching secretary position as a "flowing water post".

3.2 Teaching secretaries are less satisfied with their jobs.

According to the questionnaire survey on the teaching secretary of a school, 73% of the teaching secretaries are generally satisfied with their work. The main reasons for low satisfaction are[4]: 1) the professional prestige of teaching secretary is low. In the eyes of many people, the professional status of teaching secretaries is very low. 2) Colleges and universities take teaching and scientific research as the center, attach importance to teaching and scientific research, pay less attention to teaching secretaries and the nature of teaching secretaries' work determines that their work efficiency is hidden and vague. That the value of work can't be directly revealed. Teaching secretaries work very hard, but they are not affirmed by schools and colleges, and their value is not recognized fairly, which leads to the low job satisfaction of teaching secretaries.

3.3 Lack of business training and less room for career development.

The school does not pay enough attention to the construction of teaching secretary team, and lacks the training for teaching secretary work. According to the 15 questionnaires collected, 13 people did not participate in relevant training, only 2 people participated in the training. Fifteen people have not taken part in further studies in teaching management or in other colleges and universities. Counsellors have at least one training opportunity a year, compared with their peers, and teaching secretaries never have such a chance. From the perspective of their career, teaching secretaries are in a relatively weak position compared to other staff at the same level. For example, counsellors have the opportunity to be promoted to deputy or immediate secretary of secondary

colleges, while teaching secretaries are most likely to be chief of teaching and research. At present, there is no official cadre in our school developing from teaching secretary

4. Countermeasures for the Development of Teaching Secretaries in Colleges and Universities.

4.1 School leaders and leaders of secondary colleges should attach great importance to the construction of teaching secretaries.

From the aspect of system and salary, it is clearly stipulated that the salary of teaching secretary is not lower than that of other managers, or even slightly higher than that of other managers. Referring to the method of counsellors' team building, we can build a teaching secretary team, and give certain policy guarantee to the teaching secretary. At the same time, the school leaders can consider the teaching secretary as a teacher establishment. The school teaching secretary should be brought into the school teaching staff construction planning system, from the academic background, the title, the age structure, to construct a efficient teaching management echelon

4.2 To establish and perfect the incentive mechanism of teaching secretaries and to standardize the examination system.

The school should make clear the job responsibility of teaching secretary, and in the aspect of performance distribution, it should not make a simple "one-size-fits-all" with other kinds of teaching assistant staff, but should establish a clear incentive mechanism of reward and punishment, and perfect the evaluation system of teaching secretary. A comprehensive assessment of the daily work content of the teaching secretary should be improved, including the teaching secretary's working attitude, ability, intensity, effect, etc. To abolish the equalitarianism to distribute according to work, to give a certain policy inclination to the teaching secretary in terms of salary grading, job title evaluation and promotion, and to give spiritual and material rewards to the examination of excellent teaching secretaries. We should refer to the salary standard of counselors, and give the teaching secretaries with outstanding management ability equal job level[5].

4.3 To establish and perfect the system of learning and training.

Colleges and universities should strengthen the professional training of teaching secretaries, train the professional ability of teaching secretaries on a regular or irregular basis, and actively organize teaching secretaries to study in other colleges and universities, learn the advanced ideas and methods of teaching management in other colleges and universities to improve the professional ability and management level of teaching secretaries.

4.4 To support teaching secretaries in scientific research.

The school may consider using the post of part-time student to help the teaching secretary undertake some simple tasks, such as handing in materials, collecting notice documents, copying and printing, etc. This not only helps poor students but also lightens some of the burden of teaching secretaries, freeing some time for teaching secretaries to engage in scientific research. In addition, it is necessary to provide teaching secretaries with teaching management reform projects or scientific research projects in combination with the reality of school work, and provide certain research funds to encourage teaching secretaries to take an active part in teaching management research. So they can summarize the experience of teaching management, write research papers, improve the level of teaching management.

4.5 To improving the comprehensive quality of teaching secretary.

Teaching is a comprehensive and complex job. The standardization, science and procedure of teaching management in colleges and universities put forward higher requirements for the working quality of teaching secretaries in colleges and universities. The teaching secretary should make great efforts to master the advanced teaching management means and management methods, pay more attention to improving the ability of overall planning and coordination, the ability of information processing, the ability of expressing words and so on. The teaching secretary should be

good at summing up experience, thinking hard and studying hard in the teaching management work, and should be good at adjusting emotion, being positive, being tolerant and friendly in dealing with things; The teaching secretary should improve the professional beliefs of teaching secretaries and make extraordinary achievements in ordinary posts.

5. Summary

In the process of university development, teaching management is the primary task of university construction. Only by doing a good job in education and teaching, can the training of talents be carried out smoothly. As the first line of teaching management, teaching secretary is the basic manager and executor of teaching management, and an important link to ensure the normal operation of undergraduate teaching in colleges and universities. The construction of excellent teaching secretary team is the guarantee of high-efficient operation of teaching management in colleges and universities. The growth of teaching secretary not only needs the support of college, but also needs self-correct position of position to make their own contribution to the construction of university.

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