

On the Quality Requirements of the Teaching Secretary in Universities

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Abstract: Teaching management in Universities is an important prerequisite for the university to maintain normal teaching order and achieve the goal of talent training. The teaching secretary is the most basic position in the teaching management, and its quality affects the efficiency and effectiveness of teaching management directly. The teaching secretary must constantly strengthen the sense of responsibility, service consciousness and innovation consciousness, and provide guarantee for the cultivation of high-quality talents.

Keywords: Teaching secretary; Quality; Efficiency; Effectiveness

1. Introduction

Teaching work is the central work of colleges and Universities. Scientific and effective teaching management is an important guarantee of the effective operation of the teaching work. A high quality teaching management team is urgent to be established. At present, the development of teaching reform in Colleges and universities is urgently needed. The educational secretaries are the most grass-roots personnel in the teaching management team, their central work is to serve the teaching front line. Its main responsibility is to assist leaders in charge of teaching work, implementing various teaching management in the range of departments according to the arrangement of the office and the specific implementation of the Department Various. The secretaries play a very important role in the process of assessing the teaching work and improving the quality of teaching, directly related to the teaching work. The quality of the educational secretaries is directly related to the effective and orderly conduct of the teaching work.

2. The Characteristics of Educational Secretary in Universities and its Importance in Teaching Management

The teaching secretary is the assistant of the department, is a full-time staff who undertakes the teaching management, undertaking the teaching management with counterpart of the dean's Office. Be responsible for understanding the teaching situation and give feedback to the department leaders and the educational department in a timely manner. Their specific work includes educational administration, teaching materials and teaching data management, and the arrangement of teaching files. The nature of the teaching secretaries determine that they must have a high ideological and moral quality, harmo-

nious interpersonal relationship, good coordination and communication skills and other comprehensive qualities. The teaching secretary is in the most basic level of teaching management, is the bridge between teaching, teachers and students, is an indispensable role in teaching management.

With the deepening of the reform of College Teaching in China, the educational secretaries of colleges and universities play an important role in the educational administration of colleges and universities. Their comprehensive quality, such as coordination ability, service consciousness and technical level, influence the management level and quality of educational administration in a certain extent. Specifically, its importance lies in the following aspects:

First of all, the quality of educational secretary is an important guarantee for the smooth development of educational administration in Colleges and Universities.

Education Administration has the importance of educational administration of colleges and universities on the stability of the teaching order, improve teaching quality, cultivate all-round development of high-quality personnel. The contingent of educational secretaries is an important backbone of teaching management at the grass-roots level in Colleges and universities. As the teaching staff at the grass-roots level, the quality of the direct organizers and managers of the teaching activities directly affects the development of educational work.

Secondly, the quality of the educational secretaries restricts the level of educational administration in Colleges and universities in some extent.

Educational administration involves many aspects, such as departments, teachers and students, etc. With the development and deepening of the credit system and elective system, the educational work is becoming more and more complex. The high quality educational secretary can not only effectively complete the tasks issued by the

dean's office, but also urge the educational administration department to put forward more scientific and perfect work plan. Therefore, the quality of teaching secretary directly affects the scientific level of educational administration in Colleges and universities.

Lastly, the quality level of the educational secretaries and the level of educational administration in Colleges and universities are complementary to each other.

The improvement of the level of educational administration cannot be separated from the improvement of the comprehensive quality of the educational secretaries. In order to improve the level of educational administration, the educational secretaries should make clear their own position, accumulate experience and improve their own quality.

3. The Quality Requirements of the Educational Secretaries in Colleges and Universities

A strong sense of cause and sense of responsibility

A strong sense of cause and sense of responsibility is an important premise and ideological basis for doing all the work well. As the most basic manager in Colleges and universities, educational secretary must be loyal and loving the people's educational cause, and set up the idea of serving the teaching and teachers and students wholeheartedly, working hard, improving and innovating bravely.

Skilled professional quality

Educational secretary should not only have the basic quality of a general secretary, but also be familiar with knowledge including teaching management, teaching reform and educational psychology. At the same time, they should constantly improve interpersonal skills and management coordination ability. The colleges or universities has a wide range of teaching affairs, and the secretarial secretary should know the routine affairs of each period and make a plan for it. Full consideration should be given to the overall relationship between the Department and the school and proper arrangement.

4. Some Countermeasures and Suggestions on the Training of Educational Secretaries in Colleges and Universities

Firstly, renewing the concept of management and strengthening the consciousness of responsibility, service and innovation. The educational secretaries should pay attention to the training of the sense of responsibility and service in the actual work. The obvious features of the educational work are the number of threads, the tight time, the heavy task, and the return of the work. With the continuous expansion of the scale of the Department, the requirements for the teaching management of the school are increasing, a lot of work will invisibly added. This

requires the secretary to improve execution at the same time, there must be a serious attitude for any job, to convey instructions, or to a specific teaching notice, unavoidably, must be very careful and strict in demands timely handle each specific job.

Secondly, improving the consciousness of service. It is necessary to provide the necessary advice for leadership decisions in day-to-day work. Troubleshoot the students, Teaching management in educating people.

Thirdly, innovation consciousness. Innovation is the soul of a university, in order to keep up with the new situation of the continuous development of higher education, the educational secretaries must have the consciousness of innovation. The secretarial secretary should not be trapped in tedious daily work, they should be combined with the actual work, summing up experience from trivial teaching affairs, exploring the laws of each stage in teaching activities, research on teaching and teaching management, forming one's own management experience, ideas and ideas.

Finally, improving the information level of educational administration management. With the further popularization of information, great changes have taken place in the working methods of the educational secretaries. In order to adapt to the new situation, the level of the computer application of the educational secretaries must be constantly improved. More and more universities begin to use advanced educational management software, office tends to the network, such as online classes, using row of class system, the implementation of the educational network can greatly simplify the original complicated educational administration mode, but also the information level of teaching secretary put forward higher requirements. Educational secretary should keep pace with the times, and strive to learn and master modern office equipment and means, so as to adapt to the objective requirements of management modernization and constantly improve work efficiency and level.

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