

Analysis of Executive Ability of University Administrative Staff and Its Promotion Strategy under the New Environment

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ABSTRACT. *With the gradual deepening of teaching reform in China in recent years, the efficient administrative management has gradually attracted the attention of college administrators. Only the executive management has excellent performance, which is one of the prerequisites for improving the efficiency of administrative management. Therefore, based on the background of reform and new environment, this paper clarifies the importance and necessity of the executive management of colleges and universities, and analyzes the main reasons for the lack of executive power of college administrators, and proposes corresponding strategies to improve the executive management of colleges and universities.*

Keywords: *new environment; administrative management; execution*

0. Introduction

At present, the specific strategy of college executive power has been increasingly attracting the attention of relevant administrative departments of universities^[1]. A good management execution can greatly promote the healthy and efficient development of colleges and universities, and it is to cultivate students' comprehensive ability. Key elements. However, due to various reasons, the executive management ability of colleges and universities will not be well played. This article will discuss how to improve this execution and propose some specific strategies.

1. The important necessity of improving the executive power of college administrators

The executive management level is directly related to the healthy development of colleges and universities. In the development and operation of colleges and universities, it must have a basis for rapid and sustainable development^[2]. Therefore, this has higher requirements for management. University leaders must have advanced forecasting capabilities and make corresponding adjustment plans for development opportunities. However, reasonable adjustment programs may not guarantee the healthy development of colleges and universities. Only by fully implementing the programs can we ensure the stable progress of colleges and universities. To achieve the full implementation and implementation of the program, the executive layer needs to have strong execution capabilities. In the implementation of the program, the specific duties of the various departments of the university and related management personnel are different, requiring relevant management personnel to perform their duties and to achieve effective cooperation between various departments. The main core of improving executive ability is that managers can implement the established programs of universities in the maximum, fastest and best, and strengthen the innovation and reform of management and construction under the new situation.

2. At present, the reasons for the lack of executive power of university administrators

2.1 Lack of service awareness and low efficiency

Some college administrators are not active or serious, which makes it difficult to implement relevant policies in colleges and universities^[3]. Some college leaders or managers do not pay attention to the accuracy of work and lack of sense of responsibility and tension in their work. At the same time, the manager's own ability is flawed, and the work is difficult to carry out in an orderly manner. The result is far from the goal.

2.2 Management mechanism needs to be improved

The standards and systems for carrying out various work in Chinese universities lack seriousness. In the specific implementation, the leaders and grassroots

personnel did not fully implement the relevant systems^[4]. The leaders pushed each other and the management personnel dealt with the matter. The system was only hung on the wall and stopped at the mouth. Write on paper, in the same way, and form. Since institutions and standards measure the ability and attitudes and scales of managers, if they lose their execution, they reduce the credibility and seriousness of the system.

2.3 Lack of cooperation between organizational departments

Organizational structure is the key system for the development goals of colleges and universities. The scientific organization system can guarantee the realization of strategic goals for colleges and universities. However, at present, the management organization of colleges and universities in China is unscientific, the functions are repeated and the division of labor is not clear. The organizational structure is not strictly followed the principles of high efficiency, checks and balances and streamlining. As a result, management information cannot be quickly transmitted between departments. Once any problems arise, there will be conflicts between the various departments and leaders of the school. There is no cooperation spirit and team awareness, and it also causes inefficiency and The situation of wasted resources.

2.4 Lack of supervision mechanism

The improvement of the executive management of colleges and universities is inseparable from the effective supervision mechanism^[5]. At this stage, many colleges and universities lack a sense of urgency in the progress of task completion, and the expected planning and management work and management tasks are different, and it is impossible to take corresponding measures to reduce the gap, these are because there is no better monitoring agency to conduct follow-up inspections. Secondly, the measures and guidelines for the administrative management of colleges and universities cannot be truly implemented. There is no way to listen to the opinions and suggestions of the employees on management.

3. Improve the executive management strategy of colleges and universities

3.1 fully understand its important necessity

In order to promote the good and sustainable development of colleges and universities, the decision-making level must make full use of the opportunities of development, scientifically formulate development strategies, and provide strategic guarantee for the smooth development of colleges and universities. Execution is the basis and premise for fully implementing the development strategy of the university. Although the executive power of different managers, different departments and different responsibilities is different, the most important embodiment of execution is the maximum, the fastest and the more administrative staff. Good completion of the long-term and strategic development goals set by the university^[6]. Therefore, under the new situation, colleges and universities must fully understand the necessity and importance of executive management, formulate scientific and rational management systems, promote the development of administrative management to standardization and standardization, and promote the administration of universities according to law and governance according to law to achieve the health of colleges and universities. development of.

3.2 Establish a sound decision-making mechanism

The key link of administrative management is decision-making, and it is also the precondition and basis for carrying out various management. A scientific and wise decision can point the way for the future development of colleges and universities. In order to achieve a healthy and stable development, colleges and universities should set scientific goals for different departments and levels according to actual conditions. Universities and colleges need a certain amount of execution in implementing various decisions. The level of execution can influence the effective implementation of various decisions. In addition, colleges and universities must implement the requirements of democratization and scientificization in the process of making decisions, fully understand and master the actual needs of the current society, and formulate a scientific and rational policy policy based on their own advantages and characteristics. Decision-making should adhere to the principle of democratic concentration and people-oriented, guarantee the legal rights of teachers and students throughout the school, further improve decision-making procedures and

programs through research and investigation, and establish a scientific decision-making evaluation system.

3.3 Establish a sound management mechanism

In order to fully realize the effect of decision-making, colleges and universities need to restrain and motivate administrative personnel. The main way is to establish a series of systems and standards. The key processes of executive execution are operational processes, strategic processes, and personnel processes. The personnel process is the most important factor among the three. The main tasks include the following: First, universities should conduct accurate and in-depth evaluations for managers; second, fully link the operation and development of universities with management personnel; Third, universities must provide a platform for talent training. In the process of formulating the management process, colleges and universities should have clear steps, prominent themes and clear goals, fully combine operability, rationality and scientificity, and fully combine flexibility and seriousness in implementation. In the process of implementing the process, relevant systems and regulations should be integrated into it, and an effective and effective management mechanism should be established. The system must be implemented in place, with clear rewards and punishments, clear rights and responsibilities, clear tasks and clear content, respect the differences of each management staff, and constantly improve the incentive and evaluation system.

3.4 Building a scientific and rational monitoring mechanism

Scientific and reasonable supervision mechanism helps colleges and universities accurately convey various institutional policies, and at the same time is conducive to the harmonious development of teacher-student relationship. In the process of establishing and improving the supervision mechanism, colleges and universities need to continuously strengthen the system construction and legal system construction, decompose and refine the existing system, and ensure the systematic and comprehensive supervision network, and follow up the management objectives. In addition, when implementing each task, colleges and universities need to supervise the specific implementation of the plan according to the time node, find

the gaps and problems between the actual implementation status and the plan, and take targeted measures to Coordinate the various management tasks of colleges and universities. Colleges and universities should also establish relevant supervision mechanisms to fully exert the functions of the inspection department and implement the relevant links of management. Universities and universities should review and discuss policies such as job hiring and setting, cadre management, school thinking, important decision-making, and development planning. Cadres' leaders must review, supervise and evaluate them through regular debriefing. In addition, when selecting managers, colleges and universities should consider their comprehensive capabilities, including executive ability, resilience, emergency handling ability, coordination organization ability, writing ability and expression ability.

4. Conclusion

All in all, there are many factors affecting the executive management of colleges and universities. Therefore, college leaders and managers must improve their understanding of execution, and correct attitudes in their work, constantly innovate and improve their working methods, and universities must strengthen the team building of management personnel. Strengthen the supervision and management mechanism and use the executive power as the daily management of colleges and universities.

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