

The Current Situation and Reform Ideas of Administrative Management in Vocational Colleges

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Abstract: *Administrative management is an important link that cannot be ignored in vocational colleges. It plays an important role in organization and decision-making. The school conducts administrative management on relevant affairs in the college through teachers, students and others to promote the administrative construction of vocational colleges. The progress of society promotes the progress of college administration, but there are still some problems in the administrative management of vocational colleges at present, such as the defects of management system, the low level of managers, etc. This article carries out the reform from four aspects: changing the traditional administrative mode, repositioning administrative workers, improving the comprehensive ability of administrative personnel, and improving the concept of administrative management.*

Keywords: *Administration; Student Management; Vocational School*

1. Introduction

With more and more attention paid to vocational college education, vocational colleges are constantly reforming in education, management and other aspects. In particular, the administrative reform of vocational colleges has received great attention. For every higher vocational college, administrative management is an essential part. Administrative management can help colleges and universities to manage and solve a series of problems occurring in the school. Administrative management can help managers understand the current situation of vocational colleges, assist managers to grasp the strategic direction of vocational colleges, and determine the future development direction of vocational colleges. How to reform the administrative work in vocational colleges has become a very urgent problem.

2. The present situation of administrative mechanism in vocational colleges

2.1 Centralized power of administrative organizations

At present, the administrative management mode of most vocational colleges in China is top-down, and the power is mainly concentrated on the managers. After the school administrator issues the administrative order, the personnel of each department shall implement it. Such a structure will lead to problems such as slow work and difficult cross departmental communication of administrative executives, which will lead to insufficient administrative capacity of colleges and universities. The issuer of the administrative order is the senior leader of the school, which makes the administrative organization of the school affect other things of the school, thus causing the executive direction of the administrative department to be affected and the implementation of other affairs of the school to be deviated.[1]

2.2 The professional level of administrative management is low

The professional implementation of administrative management is very important for vocational colleges. The professional implementation of administrative management is conducive to the reform of the educational system of colleges and universities. The professionalization of administrative management mainly includes two aspects: the professionalization of organizational structure and the professionalization of administrative personnel. Among them, the most important is the professionalization of administrative personnel. However, at this stage, the administrative staff of vocational colleges in China are usually teachers and students. Teachers should not only ensure the

smooth progress of teaching, but also ensure the accurate implementation of administrative management, which leads to their shortage and difficulty in all aspects. The students have no experience in administration, and the tutor has problems in the actual process.

2.3 Defective decision-making mechanism

The degree of democratic consciousness affects the degree of implementation of teachers and students in the administrative process of vocational colleges. But at present, most teachers and students reflect that the democratic consciousness in running vocational colleges is not strong. The democracy of these administrative decisions has affected the operation of the school. Simple administrative decision-making process reduces the feasibility of school decision-making.

3. Problems in the Administrative Mechanism of Vocational Colleges

3.1 Defects in school administrative management system

At present, there are still some defects in the administrative system of vocational colleges in China. The administrative department and other departments cannot be closely linked, resulting in the implementation of the administrative system cannot be carried out in a timely and accurate manner. At present, some relatively simple administrative management of the school is carried out by students. It is difficult for the school to monitor the working status of students and directly divide the work among students, which makes it difficult to improve the administrative efficiency of the school.

There are still some defects in the information interaction between various aspects of information in vocational colleges and the process of administrative management, resulting in problems such as difficult work completion and slow communication in the process of administrative management. The efficiency of vocational colleges in the process of administrative management is low[2].

3.2 Positioning of administrative workers

In vocational colleges, the main task of teachers is education. Therefore, the administration work is usually not paid much attention to, leading to negligence in management work, which is difficult to effectively carry out. The most important thing for teachers in vocational colleges is the professional title evaluation and teaching quality, but the administrative work will hinder the progress of teachers' work to a certain extent. Therefore, teachers often neglect the promotion of administrative management.

In vocational colleges, students' main work is learning and practice, and students often put learning and practice in the first two places in extracurricular time. Therefore, when students' learning or practice conflicts with the administrative work, students tend to abandon the administrative work first, which leads to no implementation or slow progress of the administrative work.

3.3 Low comprehensive ability of administrative personnel

In administrative management, the comprehensive ability of managers determines the level of management. At this stage, teachers and students in vocational colleges are the main personnel for administrative work. Therefore, the administrative level of vocational colleges is restricted by the comprehensive ability of teachers and students. For example, some teachers and students have not received professional training in administrative management, resulting in a low level of administrative management. Some teachers lack corresponding professional ethics, and students lack moral awareness, leading to the failure to complete the tasks of administrative management in time. Some teachers and students have a weak sense of service, which leads to contradictions in the process of administrative work and is difficult to promote.

3.4 The level of administrative informatization is low

Informatization is an important development trend under the current era background. In the process of the development of the administrative management of vocational colleges, it is also gradually time for information management. The informatization of administrative management can effectively save the management time of managers and improve the management efficiency. In case of emergency,

online meetings can be held in time to convey information quickly and effectively[3]. For example, for the search, statistics and screening of student information, the use of information statistics can reduce the error rate. However, at present, teachers and students in colleges and universities do not have enough information technology and need to be improved.

3.5 Lack of democracy in administrative management

In vocational colleges, the decision-makers of administrative management are often senior managers. In this context, the decision-making power of the administrative work of colleges and universities is very centralized. Teachers and students are just the executors and audience of the administrative work, and cannot participate in decision-making. It is easy to cause that the administrative work is difficult to really fit the actual situation of the school. If the senior management of the school organizes students to study at night, all members must be present. This administrative decision ignores the situation of student association activities and other activities.

4. Reform strategy of administrative mechanism in vocational colleges

4.1 Reform the traditional administrative management model

Under the background of the new era, vocational colleges need to abandon the traditional management model and innovate the management model. The development of information technology promotes the reform of the management mode of colleges and universities, and information technology is increasingly applied to the administrative management of vocational colleges.

Improve the administrative system of vocational colleges. The traditional administrative process is out of date for vocational colleges. In daily management, vocational colleges should learn from the administrative experience of advanced colleges and universities to break and reorganize the traditional management process. The administrative department of the school can have a clear internal division of labor. Split, classify and merge the tasks of school administration, and divide responsibilities according to the habits and interests of different teachers. For example, if Teacher A is used to getting up early to exercise in school, he can be responsible for the administration of students' morning exercises. In this way, teachers A can manage students' morning exercises while exercising their own bodies, and will not cause teachers A to change their habits and affect their teaching and research time. At the same time, vocational colleges can also entrust some administrative work to students. For example, the administrative department can hand over the dormitory sanitation inspection to students for inspection. Compared with teachers, students have a better understanding of the location of objects in the dormitory and the query of prohibited objects. Therefore, giving it to students not only frees teachers' time, but also exercises students' ability of organization and management.

4.2 Re positioning of administrative workers

Teachers should establish the administrative management concept of education oriented, student oriented and service oriented. Teachers should reposition themselves accurately. As a teacher, although we should teach and educate people, we should establish a sense of service on the basis of teaching and educating people. For example, schools can combine teachers' administrative work with teachers' evaluation. The basic condition for teachers' evaluation is that the administrative work should be above "medium". If the administrative work is rated as "excellent", additional points can be added. If the administrative work is rated as "poor", no rating is allowed. This administrative scoring system can effectively encourage teachers to pay attention to administrative management.

Students should establish the consciousness of self-development and all-round development. As students, they should pay attention to their all-round development in all aspects while paying attention to their academic level. The administrative work in colleges and universities can develop their own organizational and management capabilities, and tap their own potential in the process of administrative management. For example, students need to communicate with teachers about the inspection content, organize personnel to assign tasks for inspection, make statistics of inspection data, write inspection reports and other behaviors when carrying out dormitory health inspection, which greatly exercises students' abilities and helps students develop their abilities.

4.3 Improve the comprehensive ability of administrative personnel

Improve the professional ability of teachers and students in administrative management. The administrative ability of teachers and students directly determines the degree of optimization of college management. Faced with the problem of low administrative management ability of teachers and students, schools can organize administrative management ability education activities, invite professional administrators to give lectures, and help teachers and students understand the importance of administrative management, how to conduct administrative management and other issues. You can also set up administrative practice simulation, simulate the real scene, transpose experience, and find the shortcomings of your own management.

Strengthen the service consciousness of establishing morality and cultivating people. Teachers should pay attention to their own moral development, practice their own professional ethics, internalize and improve themselves with virtue. Students should pay attention to their own morality and self-cultivation. For example, schools can carry out moral education activities and organize teachers and students to learn. You can also organize competitions, such as competitions to serve others in the process of administration, and organize students to score and evaluate administrative staff and elect outstanding administrative staff.

Strengthen the service consciousness of teachers and students. For example, schools can carry out teacher service evaluation activities, select excellent teachers and encourage teachers to actively serve others. Establish students' sense of service, actively help others and serve others. For example, the school can link the student's performance with the administrative work, and the excellent administrative work can be added to the student's final score.

4.4 Promote informatization of administrative management mode

The administrative management of vocational colleges includes many contents, such as the transmission of various teaching and management information, and the organization of various activities in the college. In the process of these management efforts should be made to achieve information management to prevent the traditional management model from affecting the efficiency of administrative management. For example, we can strengthen the hardware facilities of administrative management in colleges and universities, such as improving the computer equipment configuration in schools, strengthening network construction, etc., to reduce the problem of information transmission caused by hardware facilities. Accelerate the informatization process of college administration. For administrative personnel in vocational colleges, information technology training can also be organized to improve their information technology capabilities and strengthen their ability to deal with various practical problems. We can also organize an information technology sharing meeting to let outstanding managers share their information technology experience and help the managers in the college make progress together and keep pace.

Build administrative network structure organization. Pay attention to information sharing in the process of information management, attach importance to the contact and communication between departments and levels, and achieve rapid and accurate information transmission. In order to improve the responsiveness and collaboration ability of administrative work, thereby reducing the cost of administrative management and achieving low-cost, efficient and high-level management.

4.5 Focus on the democracy of administrative decision-making

The senior managers of vocational colleges should pay attention to "democracy" when making administrative decisions. When making administrative plans, they should formulate multiple sets of different management plans, and select the administrative content that truly conforms to the age and cognitive level of students for implementation. At the same time, colleges and universities should also give some voting rights to students. For example, the college leader should check the high-power electrical appliances in the student dormitory. The decision of the college leader is that all high-power electrical appliances should be collected to prevent students from using electrical appliances to cause fire. The decision will be published on the campus official website or official account, and students can leave a message below. For example, although the hair dryer is a high-power electrical appliance, many students need to use it after taking a bath in winter, so they should not collect all the hair dryers. Such messages suggest that we can effectively find the shortcomings of administrative decision-making, and avoid the conflict between the high-level institutions and students' needs in administrative

decision-making.

5. Conclusion

In the new era, the development of vocational colleges has been attached great importance by the state and society, and the administrative work of vocational colleges is related to the development of colleges, which should be reformed completely. The administrative work of vocational colleges should be reformed in full combination with the college's own conditions, improve the administrative management system, train excellent administrators, and accelerate the transformation of administrative information. The progress of vocational colleges' administrative management promotes the progress of vocational colleges, and further promotes the development of the whole society. Therefore, the reform of administrative management in vocational colleges has a long way to go, which requires colleges, teachers and students to make unremitting efforts.

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