

## **Research on the Professionalization of Administrative Personnel in Colleges and Universities**

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**Abstract.** Management is a phenomenon unique to human life, is to ensure the effective operation of the organization is an indispensable condition is to coordinate the various parts of the organization to become a whole system, through the organization and coordination of other people's activities to receive individual activities can not achieve the effect, Through the allocation of limited resources to efficiently achieve the objectives of the organization to achieve the process. In order to achieve the maximum benefit at the lowest cost, the organization must manage well, so that a single department can not or can not be efficient operation of the things under the efficient management of success. Management is science, but also productivity. Modern management believes that a unit or department of the organization and management level and efficiency, will directly affect the development of the unit or department. The quality of management personnel and whether the appointment is appropriate, can give full play to their enthusiasm and creativity, is to decide whether to establish a strong and efficient administrative command system of the key.

### **Introduction**

When the organization is still relatively small, the impact of management on the organization is not large, the organization's management activities are relatively simple, does not form an independent management functions, and thus the management can not show the special importance. Such as for small manufacturing enterprises, can also rely on experience to maintain their own development. But with the progress of mankind and the development of the organization, management plays a more and more important role. Nowadays management has become a prerequisite for the normal functioning of all organizations. Any organized collective activity can only be carried out in the right direction through management, since the organization is made up of various elements, and independent organizational elements are only managed through management. The organically combined together is to make the organization to run and activities. An organization that does not manage can not work collaboratively with one another and can even affect the organization's existence. The importance of management is also reflected in the realization of organizational goals, any organization is a goal, the organization can only effectively through the management to achieve the established goals, effective management can enlarge the overall function of the organization system. Under the same conditions, different levels of management will produce benefits, efficiency differences, high management level will be more effective, on the contrary, the low level of management may be less effective. In fact, the school is not the beginning of the birth of the management work, the school has only two types of people, students and teachers, but with the increase in school affairs and increasingly complex and began to require management, management personnel also came into being, and management Work is becoming more and more important. Now management has become a modern school development is a very important factor, the so-called quality to the management, to benefit expression is also the management of career development (of course, the development of school career) in the importance.

## **The Current Situation of Administrative Personnel in Chinese Universities**

In recent years, the overall quality and educational level of the management team of our country have been improved obviously, and the management level has also been improved to a great extent. It plays an increasingly important role in promoting the development of schools and guaranteeing the smooth progress of teaching and research. Are positive aspects. However, compared with the rapid development of universities, compared with the management of higher education in developed countries and regions, there are still some deficiencies in the management of colleges and universities in China, and it is necessary for us to realize this clearly.

First, the concept of obsolete, poor sense of service. Due to the influence of the planned economic system, colleges and universities to become an extension of government power, according to the government model of management, managers to themselves as a leader, there is a sense of superiority. In the daily life of colleges and universities, although the school must rely on teachers, but many times to find the management department, they mastered the human rights, financial and property rights, control of the school part of the allocation of resources, but the school is lack of control of their adequate Binding force. In recent years, the negative impact of market economy, managers self-service, self-awareness to enhance the sense of service is relatively weak.

Second, the lack of awareness of the modernization of education and management, the use of modern information technology level is not high. With the development of science and technology, the modernization of educational management has become an international trend. In order to integrate with the management of foreign universities, it is necessary to realize the modernization of university management.

Third, the division of labor is unclear, people overstaffing, heavy experience in management, light scientific management. Due to historical reasons, there are many levels of management institutions in institutions of higher learning, which lead to the misunderstanding of the division of labor, the difficulty in the division of responsibilities, and the difficulty in coordinating management. The vicious circle instead of nurturing a good dry, wrongdoing and so the idea of keeping a clean body, managers are often only negative to complete the task assigned by the leadership of their own little or no initiative to consider how to adopt advanced management methods Improve management efficiency. At the same time, because managers are busy handling and dealing with complicated and trivial matters, rarely sum up the improvement, management is by virtue of experience, little knowledge of scientific management, and no time and energy to learn.

## **Difficulties and influencing factors of professional management of university administrators**

For the staff to undertake different tasks should have different management methods, the management of non-teaching staff should be different from the management of teaching staff. Higher education in developed countries and regions in the management of university personnel appointment, assessment, training and other aspects of the corresponding, different from the teaching and research personnel rules and regulations and legal provisions, which to some extent, a strong impetus to the professionalization of the management team Of the process. Taking the vocational qualification certificate of education and management as an example, it is one of the prerequisites for entering into the management team of higher education developed countries. The vocational qualification certificate system is the main basis for clarifying the professional standard of university management team in developed countries. The implementation of the system of professional qualifications of university management personnel, standardized access to the management team of institutions of higher learning for the talent market from the selection of professional management personnel to provide a system guarantee for the implementation of the appointment system to create favorable conditions for colleges

and universities.

Concept is the precursor of action, there is no concept of change, there will be no change in action. With the deepening of the reform of higher education, the concept of management personnel in our university has changed a lot, and the understanding of the management profession and management personnel of colleges and universities is deepening gradually, and gradually realize that the original personnel system of colleges and universities has many drawbacks, The reform is imperative, the management of professional is the general trend. But some managers still show professionalism, this is because the concept of college management change their own position is not in place, they are not used to competition, elimination mechanism is not suited to.

Suggestions on the Professional Construction of Administrative Personnel in Chinese Universities

Changing the mix of past ranks and job systems to the promotion of the principle of relegation to rank and position, for improving the current situation of our colleges and universities will be of great help. On the one hand, also mentioned earlier, for the promotion of university managers to create two ways, which broke through the leadership positions in colleges and universities, for more leadership positions without the management to create opportunities for improvement and development; The promotion of seniority is not limited by the power of the year, and it can also promote the outstanding young managers of colleges and universities not to be bound by seniority, stand out and lead. More importantly, this system can make college administrators completely out of the shackles of the concept of official standard, and gradually dilute the job status. The implementation of the system of decoupling of posts and posts will help to establish a new concept of personnel management in colleges and universities, improve the work of university administrators, and then develop a number of professional managers who are familiar with the management rules of colleges and universities to improve the overall level of university management team .

Many colleges and universities emphasize the center of gravity down or decentralization of autonomy, engage in the so-called hierarchical appointment, in order to complete the task of many departments or departments in the name of departments or departments to recruit employee employees, and even issued letters of appointment, rather than signing a contract with the school personnel , Which is in fact does not meet the contract management requirements. Because the college level or departmental level is not a legal personality, they signed the contract does not have legal effect. Departments and departments according to the work of the recruitment of employees is possible, according to the overall quality of the candidates to determine the appointment list is normal, but in the end should be signed by the school personnel department contract, the issuance of letters of appointment, this is in line with national laws, with the law Effectiveness of the legal contract. Since we want to standardize management, to achieve a real contract management, it should be strictly according to the law, this will be in the future work to reduce unnecessary trouble to facilitate the work of colleges and universities.

University management personnel to change the occupation view, identify the occupational orientation. For many colleges and universities to implement the system of education staff, many managers do not understand their own, from the ideological unacceptable, which is the education staff system can not go on one of the reasons. On the one hand and the long-term national system, concepts are inseparable from the association, but on the other hand also reflects the university administrators themselves did not form a correct view of occupation, not find a career Positioning. There is no doubt that the professionalization of university administrators is a historical necessity and trend that we can not avoid and avoid. Under such circumstances, the university administrators should adapt to the trend of social development, change the past that the idea of college management personnel is the iron rice bowl, establish the correct view of occupation, identify the occupational orientation, and meet the It is the most sensible and effective to adjust our own thinking and practices in a timely manner.

The 21st century is the information-based, knowledge-based society, new knowledge is emerging, do not learn is not keep up with the development of the times. University management is a relatively

complex professional, the requirements of practitioners is relatively high. The environment that colleges and universities managers face is colleges and universities, which itself is a gathering place of knowledge, and the management knowledge and management knowledge needed in university management are constantly updated, new management theory and management means are endless, Is unable to adapt to such a career. In the existing management of the university there are also some of the academic level is not high management personnel, they need to learn more, need to increase knowledge reserves. College management must establish the concept of lifelong learning, and in action to practice this idea, life and learning to keep up with social development. University is the vane of social development, university development to a large extent to lead the social development, which gives managers a higher demand for management tools, management methods, management techniques and other innovative. In order to innovate, managers must constantly upgrade their own level, enrich their knowledge structure, the only way to do a good job in university management.

## **Conclusion**

The professional construction of university administrators is influenced by many factors, such as the government, the school, the individual, and the social facilities. It has great influence on the background of the times, the social background, the community environment, the school culture and so on. , It is of great significance to the professional construction of management personnel in colleges and universities. Management team is in the interaction with the surrounding environment to get development. Therefore, the professional construction of university administrators must be put into consideration in the whole social background, for the support and recognition of all sectors of society, making it the responsibility of society as a whole. This study puts forward some advices to promote the professionalization of managers from four aspects: the government, the school, the individual, and the social supporting facilities.

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