

Teaching Management Coordination Work and Function of Teaching Secretary in Colleges and Universities

Zhen Wu*

Jilin Business and Technology College, Changchun 130507, China

*Corresponding author: Zhen Wu, 18704499834@163.com

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Abstract: With the higher requirements put forward for colleges and universities to carry out education management, the assistant work of a teaching secretary is an important foundation for colleges and universities to carry out teaching management, by realizing the interoperability and communication between teachers, students, and educational affairs. Along with the continuous reform and optimization of the teaching system in colleges and universities in China, various teaching management issues are increasingly becoming prominent. So the continuous coordination of teaching secretaries can indeed lay the foundation for the smooth development of teaching. Therefore, colleges and universities should fully realize the importance of the work of teaching secretaries, and take effective measures to encourage them to play their coordinating role, which can ultimately promote the long-term development of colleges and universities. Based on this, this paper puts forward the main contents of the coordination work of teaching secretaries in colleges and universities, analyzes their main features, responsibilities, and functions, and introduces the present situation and countermeasures of the teaching management work of teaching secretaries in colleges and universities in China in the hope of promoting the rapid development of college education in the country.

Keywords: Universities; Teaching secretary; Teaching management; Coordination work; Function

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1. The coordination work of college teaching secretary

1.1. Coordinating the relationship between the college and the office

The main work of the college teaching secretary is to coordinate various parties, including coordinating colleges and offices, organizing leaders and teachers to carry out meetings and exchanges, avoiding conflicts or problems, and ultimately ensuring the smooth development of teaching activities. In the current teaching management, deans and leaders of colleges and departments are mostly responsible for carrying out the work. However, due to their different considerations and focus points, they have different views and cognition on the development of the same work content. Based on this situation, teaching secretaries in colleges and universities

should play the role of communication bridge so that the leaders of each college can grasp the main content of the university education work in detail ^[1]. In the process of college and office communication, the teaching staff should ensure that the information conveyed is timely and true, and that the principle of promoting team unity and harmony is implemented. For example, when carrying out teaching management, the teaching secretary should have close communication and contact with the teaching administration, scientific research staff, and students, to understand the teaching plan of the university so that teachers can carry out teaching activities according to the actual situation. If the course arrangement is not reasonable enough, it goes against the actual demand, leading to the teaching materials being issued early or late and the teachers' lesson scheduling conflicts. For this reason, if the content is adjusted or the teaching plan is changed temporarily, the teaching secretary should report this situation to the college office in time, and continue the teaching activities based on obtaining the consensus of the leadership ^[2].

1.2. Coordinate the relationship between teachers and students

To carry out teaching management is to make teaching activities efficient and reasonable, but in reality, because of its independence and autonomy, it is difficult for teachers to effectively communicate with school leaders. Therefore, the teaching secretary should be able to give immediate feedback on teachers' views and ideas and perform well in communication between school teachers and school leaders. The teaching secretary should actively report teachers' ideas to school leaders, establish a harmonious teacher-student relationship through information exchange, and create a better education and teaching environment for the school ^[3]. In the actual teaching management process, most of the work is related to students, therefore, when dealing with students, they must communicate with students to ensure the smooth progress of teaching work. For example, by asking for students' opinions, the teaching secretary can understand the specific solutions to the problem of the students and adjust accordingly to enhance their satisfaction with the school and their compliance with their studies ^[4].

2. The characteristics and duties of the teaching secretary's coordination work

2.1. Characteristic analysis

First, the coordination work of the teaching secretary is complicated because the teaching management of colleges and universities involves various departments and all staff, which makes the work content more detailed and complex. Therefore, the coordination work of teaching secretaries in colleges and universities has the characteristics of complexity. Secondly, the coordination work is systematic. Specifically speaking, in the implementation of actual teaching management in colleges and universities, all coordination work should formulate clear regulations and systems. Therefore, teaching secretaries need to implement the teaching system following the teaching system in colleges and universities and play the coordinating role of teaching secretaries through novel and effective measures, to unify the opinions of various parties ^[5]. Third, the coordination work is supplementary. College teaching leaders need to be responsible for complex work, including administrative work, teaching, scientific research, and other aspects of the work. Due to the heavy work of leadership and involving a wide range of work, the teaching secretary plays a non-negligible supportive role to the leaders. The teaching secretary should actively and independently undertake the task, be able to summarize the shortcomings of teaching activities in the supervision, avoid coaxing the leadership, and be truthful about the situation. Fourthly, the work is service-oriented. The focus of the work of the teaching secretary is to serve each department and office. First, to serve the leader to deal with teaching affairs; second to serve teachers to design teaching programs and arrange teaching plans; third to serve students, to understand their actual learning situation, and to sort out the existing problems ^[6].

2.2. Duties and responsibilities

Teaching secretaries in colleges and universities is a profession with wide distribution, a large workload, and extensive work content. The specific work contents are as follows. First, cooperate with the work of each department and organize all kinds of teaching work conferences, student symposiums, and so on to perform well in teaching supervision, teaching evaluation, and other work. The second is to assist college students in registering and issuing student certificates and cooperate with tutors to establish, change, and save students' files. They also need to handle student's suspension, transfer, and other procedures. The third is to be responsible for introducing the educational plans of various disciplines of the college into the educational management system, publishing the course objectives, and receiving and distributing the curriculum schedules of various departments. They should make timely and accurate planning of the educational tasks undertaken by teachers ^[7]. Fourth, according to the relevant requirements of the education administrative department, they could also be responsible for the transfer, suspension procedures, and venue application and arrangement. The fifth is they are responsible for the overall planning and coordination of all kinds of examinees' tests, and the sorting, storage, and distribution of test-related materials. The sixth is to guide the choice of students based on statistics of student attendance. Seventh, they need to timely grasp and summarize relevant educational information and perform well in the collection and summary of statistical reports and basic materials related to education. They need to be responsible for sending and receiving the documents and notices of teaching management, sorting out and saving the relevant materials. Eighth is to cooperate with the educational affairs department to arrange the students' retraining registration and class books. Ninth is to take charge of the statistics and verification of the academic achievements of the graduate students of the school and coordinate with the supervisor to compile the roster of graduates and issue the graduation certificates of graduates. The tenth is to cooperate with the teaching and service work of the college by coordinating the work between faculties, inside and outside the school, and among various departments. The teaching secretaries also need to perform other tasks assigned by superiors ^[8].

3. The role of the college teaching secretary in teaching management

3.1. Communication

Due to the particularity of teaching secretary work, it plays the role of communication and cooperation in practical work. College teaching secretaries should perform well in cooperation with leaders and take the initiative to master the development of the school ^[9]. A college teaching secretary should be familiar not just with the rules and regulations of colleges and universities, but also with the usual education work to understand the basic ideas of college education management to promote the healthy development of colleges and universities. In addition, the college teaching secretary should also use their spare time to communicate with the school leadership to expand the scope of college education management. In particular, the teaching secretaries between each department should share work experiences with each other to learn their advantages, and also patiently listen to the opinions and suggestions put forward by teachers and students, so they can report to the higher educational administration personnel quickly ^[10]. In addition, the educational administration staff of colleges and universities should assist the teaching secretary in actively carrying out the teaching management work, which mainly includes the following contents. First, close communication with teachers, according to the actual situation of different colleges and universities to design different professional teaching programs and plans, and a comprehensive understanding of the work of teachers to ensure that teaching activities are carried out step by step. Second, based on clarifying the course plan and arranging the course time, they should be responsible for the selection and purchase of textbooks, and ensure that they can be distributed to

students before the formal start of classes. Third, they can communicate with professional internship units and companies, and arrange for students to intern in different departments at the end of the semester to ensure that students can complete social practice on time. Fourthly, they need to establish a harmonious relationship with students by understanding students' opinions and ideas, sorting them out, and relaying them back to leaders, to make appropriate adjustments and improvements. Fifth, they need to regularly understand the teacher's teaching situation and attendance rate, assist teachers in carrying out examination work, and save materials ^[11].

3.2. Coordination

The most important role in the teaching management of colleges and universities is coordination. If there is a conflict between the teaching meeting plan and activity decision made by the high of the university and the college or office, then the teaching secretary of the university should coordinate with the relevant personnel as soon as possible and work out a more reasonable plan according to the actual situation. They also need to report the existing problems to the relevant teaching administrators ^[12]. College teaching secretaries should base on the situation of students and establish the concept of student-oriented education to ensure that all aspects of school work can be carried out smoothly. The teaching secretary need to prioritize coordination in education management. In the teaching management of colleges and universities, because each college dean, secretary, and director of the teaching and research office have different management concepts, and also the work experience and personal ideas are different, there are inevitably different views in the work. Therefore, the teaching secretary should communicate effectively with each leader to understand their actual ideas and needs based on unified work opinions, to ensure the maximum benefits.

3.3. Information transmission

In recent years, the country's economy has been developing in the direction of technology and digitization. With the digitization of education, great changes have taken place in the way of education and management in colleges and universities. More and more information needs to be mastered, excavated, and provided by the education secretary in colleges and universities as technology develops. First of all, there are many teaching management documents and student course resources among various colleges and relevant departments of colleges and universities. Therefore, the teaching secretary must carry out timely communication to prevent conflicts between teachers and students ^[13]. In addition, they should also take the initiative to send educational administrative information to their superiors to assist them in their daily educational work when needed. At the same time, it is also necessary to use the information of relevant departments of the school, such as the Office of Academic Affairs, the Office of Students, the Office of Scientific Research, and other departments, to help them work out the corresponding curriculum plan to ensure that the rules and regulations of the school can be effectively implemented. In the teaching work of colleges and universities, the use of information communication functions can effectively promote the smooth progress of the work of each department. Secondly, college education secretaries are responsible for the information transmission between teachers and students. Generally speaking, college teachers are relatively independent in their teaching activities. In the lack of communication with the school leaders, they should play a good role in communication, take the initiative to grasp their real situation, and feedback on their opinions to the superior to create a good learning atmosphere for students and timely improve the existing shortcomings. In addition, the college teaching secretary is also responsible for the school's information distribution work. The teaching secretary should be responsible for the school's curriculum arrangements, teaching plans and related major events to be published in the teaching management system, to ensure the authenticity and effectiveness of information and improve the quality of

teaching management, so that students can easily access the information ^[14].

3.4. Collaborative management

The nature of teaching management in colleges and universities is relatively complicated. College and university teachers often work independently, which leads to many problems in teaching management work. When dealing with teaching work, teaching secretaries should constantly train their way of thinking, improve their personal working ability, have the knowledge of psychology, pedagogy, and other fields, be able to skilfully carry out interpersonal communication, and be good at dealing with issues in teaching management ^[15]. In addition, college teaching secretaries should have the ability to manage and analyze events and be familiar with the use of teaching tools. Therefore, teaching secretaries in colleges and universities should keep learning and thinking actively and have divergent and innovative thinking in the management work to ensure the effective implementation of teaching management in colleges and universities.

4. Conclusion

In general, under the vision of quality-oriented education reform, colleges and universities should give full play to the supportive and synergistic role of teaching secretaries in the whole teaching management, adapt to the needs of the new era through communication, coordination, information transmission, and management, and at the same time, promote the reform and development of education.

Disclosure statement

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