

Research on the Multi-dimensional Paths for Enhancing the Work Effectiveness of Grassroots Management Cadres in Universities

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ABSTRACT

The grassroots management cadres in universities serve as the crucial link connecting the university's leadership with the students and teachers, and their work effectiveness directly affects the quality of various tasks such as teaching, research, and management in universities. The enhancement of the work effectiveness of grassroots management cadres in universities holds significant practical importance, and plays a crucial role in improving the efficiency and quality of grassroots management work in universities, enhancing the comprehensive competitiveness of universities, and driving the comprehensive innovation and high-quality development of universities. It also conforms to the requirements of the era characterized by the rapid development of higher education. Therefore, this paper will delve into the improvement of the work effectiveness of grassroots management cadres in universities. It will analyze the current situation of the work efficiency of grassroots management cadres in universities, explore the necessity of improving their work efficiency, and propose specific and feasible multi-dimensional practical paths, in order to provide theoretical reference for improving the efficiency and quality of grassroots management work in universities and promoting the steady development of all university undertakings.

KEYWORDS

University; Grassroots management cadres; Work effectiveness

1 Introduction

As the important organizers and implementers of grassroots management work, grassroots management cadres in universities act as a bridge connecting the university's leadership with the broad teachers and students, and undertake key responsibilities such as conveying orders and feedback, organizing and coordinating, as well as serving teachers and students in university management. Their work effectiveness not only directly affects the smooth progress and implementation quality of university daily management, but also exerts a far-reaching impact on the teaching quality, research capacity, and comprehensive competitiveness of universities. However, with the continuous expansion of university scale and the increasingly complexity of service functions, grassroots management cadres in universities are facing some challenges in their work, such as heavy workload pressure and unclear promotion channels, and their work effectiveness needs to be improved. Therefore, exploring how to effectively enhance the work effectiveness of grassroots management cadres in universities is of great value, which is both an inevitable path for the development of universities, and an inexorable trend in complying with the development of the times.

2 Analysis of the Current Situation of the Work Effectiveness of Grassroots Management Cadres in Universities

At present, there are some problems in the work of grassroots management cadres in universities, which restrict the full exertion of their work effectiveness. Firstly, there is a lack of training for grassroots management cadres. The continuous development and progress of the times have placed higher requirements on grassroots management cadres in universities. However, universities provide few special training opportunities for grassroots management cadres. In addition, the training forms are monotonous^[1], and the content is relatively outdated. As a result, grassroots management cadres cannot effectively improve their professional capabilities, and thus their work effectiveness cannot be effectively enhanced. Secondly, the grassroots management mechanism in universities is vague. In some universities, the division of responsibilities among grassroots management departments is not clear enough, which may lead to buck-passing or overlapping responsibilities, thus impacting work efficiency. Thirdly, the information construction of grassroots management work in universities needs to be strengthened. Currently, network information technology has rapidly permeated all aspects of daily life, including the office sector. However, universities have made insufficient investment in information construction and lack intelligent and efficient information equipment, which limits the efficiency of grassroots management work. Fourthly, the assessment and incentive mechanism for grassroots management cadres in universities is imperfect. Generally, it is result-oriented, and neglects the assessment and evaluation of the work attitude and professional ethics of grassroots management cadres, resulting in the failure to fully fulfill the positive guiding role of assessment and evaluation and effectively enhance the work effectiveness of grassroots management cadres. Fifthly,

many universities prioritize education and teaching, as well as talent cultivation, but lack sufficient emphasis on grassroots management work^[2], which leads to a lack of professional identity among grassroots management cadres and the inability to fully exert their work effectiveness.

3 The Necessity of Enhancing the Work Effectiveness of Grassroots Management Cadres in Universities

Improving the work effectiveness of grassroots management cadres in universities is of great practical significance. First of all, the backbone of the university, grassroots management cadres' work quality and efficiency not only affect the normal operation of the university, but also have a profound impact on its long-term development. By increasing the attention to grassroots management work in universities and continuously enhancing the work effectiveness of grassroots management cadres, they can promptly and accurately respond to the needs of grassroots work in universities, thereby promoting the proper implementation of various grassroots management tasks in universities. Efficient work efficiency and quality can create a favorable working and learning environment for students and teachers, improve the quality of talent cultivation, and promote the innovation of university research achievements, thus continuously strengthening the overall strength of universities, enabling them to better cope with fierce competition, and effectively enhancing their comprehensive competitiveness.

Secondly, the work of grassroots management cadres in universities is integrated into all aspects of university operation, and their work effectiveness directly affects the daily experience of teachers and students. By improving the grassroots management mechanism of universities and strengthening the information construction of grassroots management work to enhance the work effectiveness of grassroots management cadres, the practical needs of teachers and students can be identified and resolved more promptly, the management process can be effectively optimized, and the management efficiency and quality of universities can be improved. Furthermore, it can rationally optimize the allocation of university resources, and provide more efficient, targeted, and humanized services for teachers and students, thus better meeting the needs of teachers and students, increasing their satisfaction and recognition, and driving the high-quality development of university education.

Finally, the work effectiveness of grassroots management cadres can be enhanced by strengthening their training, enriching training content, and innovating training methods. This approach not only improves the work ability and professional capabilities and expertise of grassroots management cadres, but also subconsciously equips them with new management concepts and methods, thus effectively stimulating their innovative spirit and creativity. At the same time, grassroots management cadres with innovative awareness and capabilities can more accurately grasp the development trends of education and creatively utilize new management models and methods in grassroots management work, thereby promoting universities to achieve innovative breakthroughs in teaching, research and other fields^[3], and effectively driving their innovation and development.

4 Multi-dimensional Paths for Enhancing the Work Effectiveness of Grassroots Management Cadres in Universities

4.1 Strengthen the Training of Grassroots Management Cadres

Professional competence is a crucial foundation for enhancing work effectiveness. In this regard, to improve the work effectiveness of grassroots management cadres in universities, it can start from strengthening their competency training. Universities should enhance the training intensity for grassroots management cadres, and increase investment in training. They should also formulate a systematic and comprehensive training plan, and regularly organize grassroots management cadres to participate in relevant specialized training, with content that keeps up with the times and covers job cognition, communication skills, digital office, and other aspects, so as to comprehensively improve the professional competence of grassroots management cadres in universities. At the same time, the training process should also avoid one-size-fits-all approaches and be carried out in a stratified and categorized manner based on the actual situations of grassroots management cadres, such as their professional background, work experience, and development potential^[4]. This approach can improve the pertinence and effectiveness of training, and help grassroots management cadres acquire new knowledge and skills that match their job requirements. For example, for newly appointed cadres, targeted training should focus on job cognition, policy interpretation, and risk prevention to help them quickly adapt to job requirements. For backbone cadres, the training emphasizes strengthening their capabilities in team building and project management to improve their comprehensive literacy. For cadres in specialized positions, in-depth training in professional fields, such as student mental health crisis intervention and scientific research project application procedures, should be provided.

The targeted training can enhance the professional competence and quality of grassroots management cadres, thereby effectively boosting their work effectiveness. In addition, universities can innovate training methods by arranging grassroots management cadres for cross-departmental rotations and temporary secondments, so as to enhance their problem-solving abilities through practical training, and thus achieve the enhancement of work effectiveness.

4.2 Improve the Grassroots Management Mechanism of Universities

A scientific grassroots management mechanism is an important foundation for enhancing the work effectiveness of grassroots management cadres in universities. Therefore, universities should formulate scientific management systems and improve the grassroots management mechanism. Firstly, they should comprehensively sort out and review of the existing management processes, deeply understand all links in the process, and analyze the shortcomings in the process, so as to identify problems and carry out reasonable optimization. They should also formulate job descriptions for grassroots management positions, and clearly define the work content, responsibilities and authorities, as well as collaboration relationships of each position, in order to effectively reduce the occurrence of problems such as buck-passing. Meanwhile, they should establish a communication and coordination mechanism to facilitate effective communication among departments and achieve efficient work cooperation, thereby enhancing the work effectiveness of grassroots management cadres. Additionally, universities can constantly optimize the management mechanism and process based on the innovative suggestions and ideas put forward by grassroots management cadres and staff members.

4.3 Strengthen the Information Construction of Grassroots Management in Universities

With the continuous development of digital technology, strengthening the information construction of grassroots management in universities has become an important way to enhance the work effectiveness of grassroots management cadres in universities. Universities should base themselves on the characteristics of grassroots management work to vigorously promote the construction and update of informatization facilities. They should not only upgrade hardware equipment such as computers, servers, and network devices, but also continuously optimize and upgrade software systems, in order to ensure the operation of the informatization system and provide equipment support for its efficiency improvement. At the same time, universities can integrate various data resources such as the on-campus OA system, the educational administration management system, and the student management system to build a one-stop digital platform for grassroots management, to achieve cross-departmental data sharing, business collaboration, and process optimization, effectively improve the efficiency of grassroots management work, and thereby enhance the work effectiveness of grassroots management cadres. In addition, universities can introduce and promote some intelligent office tools, such as electronic signatures and online meetings, to simplify the work approval process. They also can popularize the mobile office model to reduce the frequency of offline errands, and thus improve the work efficiency and effectiveness of grassroots management cadres.

4.4 Improve the Assessment and Incentive Mechanism for Grassroots Management Cadres in Universities

To enhance the work effectiveness of grassroots management cadres in universities, it is necessary to fully stimulate their work enthusiasm and initiative. For this purpose, it is essential to improve the assessment and incentive mechanism for grassroots management cadres in universities. Assessment is an important means to enhance the work effectiveness of grassroots management cadres in universities. Therefore, universities should gain a throughout understanding of the characteristics of different positions and responsibilities, set clear and specific assessment indicators to conduct a comprehensive and objective evaluation of the work efficiency, work quality, teamwork ability, innovation capability, and service awareness of grassroots management cadres in universities^[5], and ensure that the assessment content is closely related to practical work and highly feasible. During the assessment process, multiple assessment methods such as integrating teacher-student evaluations with superior ratings, and combining routine assessments with annual assessments should be adopted to conduct a comprehensive assessment of grassroots management cadres in universities. The assessment results should be directly linked to merit selection, award recommendation and promotion^[6], to broaden the career development prospects of grassroots management cadres, clarify their promotion channels, and eliminate potential concerns for eligible cadres with outstanding work performance in terms of professional title evaluation and promotion. Therefore, it can stimulate their work initiative and enthusiasm, and enhance their sense of professional identity and honor. Universities can also provide material rewards and spiritual incentives, and issue special subsidies to grassroots management cadres with outstanding work effectiveness. Meanwhile, they can set up the honorary title of "Excellent Grassroots Management Cadres", and conduct extensive publicity and commendation on campus, in order to fully mobilize the work enthusiasm of grassroots management cadres and improve their work effectiveness.

4.5 Enhance the Emphasis on the Grassroots Management Work in Universities

Comprehensively enhancing the emphasis on the grassroots management work in universities provides an important guarantee for improving the work effectiveness of grassroots management cadres in universities. Universities should attach importance to the grassroots management work, fully recognize the value of this work, and establish corresponding safeguard mechanisms to create a favorable working environment and atmosphere for grassroots management cadres. To this end, universities can provide top-down guidance for grassroots management work, regularly organize symposiums for grassroots management cadres, listen to their work voices and needs, and promptly address their actual needs. Through this way, grassroots management cadres can fully feel the attention of the higher-ups and the university to the grassroots management work and themselves, stimulate the work enthusiasm, and thereby enhance their work effectiveness.

5 Conclusion

At present, there exist several problems in the grassroots management work of universities, such as insufficient professional training, ambiguous management mechanisms, and low professional identity among grassroots management cadres, which have seriously hindered the improvement of the work effectiveness of these cadres. This paper proposes multi-dimensional practical measures such as strengthening the training of grassroots management cadres, improving the grassroots management mechanism of universities, strengthening the information construction of grassroots management work in universities, improving the assessment and incentive mechanism for grassroots management cadres, and increasing the emphasis on the grassroots management work in universities, thus effectively improving the work effectiveness of grassroots management cadres in universities. The improvement of the work efficiency of grassroots management cadres in universities is not an overnight achievement, but a long-term and systematic project. In the future, universities should also continuously strengthen their emphasis on the improvement of the work effectiveness of grassroots management cadres, keep exploring more practical paths to improve their work effectiveness, actively adapt to the development tendency of higher education reform, and follow the trend the times, in order to promote the grassroots management work of universities to reach new heights.

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