Optimal allocation of college office work system in intelligent computer management mode

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Abstract. Colleges and universities of the office of the university is an important management institutions, is an integral part of the management system of colleges and universities. This paper mainly discusses the problems of the management functions of the office of the college and university. This paper is divided into three parts: the introduction to the office management functions of college and university departments, the expansion of the management functions of the office management functions under the new situation, the problems and Countermeasures of the transformation of the office management functions. The Department office faces many challenges, in management concept, management system and management of equipment and hardware, personnel quality and ability aspects exist some urgent problems to be solved. Subsequently, the author proposed some corresponding measures to solve these problems, such as re positioning the Department office management functions, improve the quality of staff, new leadership concept, perfecting the system construction, strengthening the office equipment configuration and so on. The office of college and department is a department management organization, which integrates management and service, and its function is the function and function that it should have. Its extension is mainly reflected in the administrative management, educational administration management, ideological and moral work, student management, property management, etc.

1. Introduction
Higher education is one of the earliest forms of education, which has become the focus of attention of the society today. From the history of the development, the functions of higher education continues to expand, by imparting knowledge to the scientific research and innovation, and then expanded to the social services, and even social criticism, the status and role of higher education in social development have become increasingly prominent. However, in the view of system philosophy, the structure determines the function, and the internal function determines the external function. So function of higher education development and changes are inseparable from the adjustment and change of higher education in their own internal structure [1], or say, not in Institutions of higher learning on their own internal affairs of effective management, the social function of higher education will not be able to play. The management of higher education is a complex structure with multiple levels and dimensions. The Department is the basic unit of teaching and administration in Colleges and universities, and the office of the Department is one of the important and direct institutions in the management of the Department. Colleges and universities office management functions in a macro perspective of educational management is a very micro problems, however, educational administration, there are numerous management principle, concept, the way and the method of management in the micro field but are useless, have reflected to varying degrees. For the verification, experimental education management
theory, this is a small but cannot be ignored important links. At the same time, on the other hand, the management of the office of the higher education institutions is not only the application of the theory of education management, but also a point of view of the theory. The management function of the office of the Department of higher learning is an inevitable part of educational management, and the research on the functions of the Department is a kind of rich and deepening of educational management theory. A deeper step, separate extension obtained from colleges and universities the management functions of the office of research results will undoubtedly be the education and management of higher education and other levels and categories will have a certain impact or bring some enlightenment. So, what are the management functions of the office of the Department? What is the history of the management functions of the Department office? In the society, the society is entering the era of knowledge economy, the management function of the office of the Department of higher learning institutions will produce what kind of change and change? With the development of higher education in China, the higher education has developed rapidly in recent years, the higher education has entered the stage of popularization [2].

2. The connotation of the management functions of the office of the college and department

Colleges and universities is the specific teaching and management entities, almost everyone is familiar with the office of the University, but the management functions of the office of the university is not everyone can say clearly. In fact, as the definition of education is the same, the more we are familiar with, "familiar" things, we often seem to be clear and vague. As Hagel said "not known true knowledge". The connotation and extension of the administrative functions of the office of the college and department is a kind of problem. In order to more clearly define the Department office management functions in this concept, the author thinks that only the idea of decomposition, layers of analysis, layer upon layer defined. On this basis for final integration to a relatively accurate conclusion. The function or function of a person, thing, or institution itself. 3 in order to understand the meaning of the function more clearly, the author is to distinguish the meaning of several words which are similar to the functional meaning, such as duty, position, authority. According to the interpretation of the literature, responsibilities refer to duties and responsibilities; position refers to the position requirements should assume the work; terms of reference within the scope of power. Compared to the visible, and the responsibilities, duties, functions and powers, function on the subject focuses more to refer to the institutions and organizations, and is not a personal; the connotation of more focused on should play the role and function of, rather than emphasizing the power of institutions and organizations[3].

![Figure 1. Schematic diagram of system performance optimization](image-url)
2.1. An overview of the optimization of office performance in Universities

In the management system of University, the office of the Department plays a key role in communication between the upper and lower, and the coordination of the left and right. Its main functions can be summarized as three aspects: participation in government affairs, management affairs, and good service. This article from the administrative function, the education management function, the ideological and political work, the student management, the property management and so on several aspects has made the brief analysis and the induction to the Department office in its function under the concrete work. It must be noted that there is a close link between these aspects, must be organically unified, mutual promotion, mutual penetration, in order to play its overall effectiveness. "Management is a comprehensive and dynamic system process." 10 we will extension is divided in several aspects of department office management functions is not important, but also may not exist a most scientific division, because the division itself damage its integrity and permeability. Moreover, with the development of society and education, the management functions of the office of the Department of the Department of the Department of the Department will also be changed [4].

2.2. High efficiency office information construction

The coming of the information society has provided the new development opportunity and the development way for each department of the society, but also has brought the new challenge. Every social change is accompanied by changes in the way of life of people and society, the information society is no exception, and the changes brought by it have been compared with the past. In this stage of development of society, it is necessary to be eliminated by the society, and the first of all is that the information is accepted and exchanged. With the development of the world and our country as an example, any economically developed region is bound to be the information developed region, and any backward poor areas must also be accompanied by the information on the block and backward. Although information is not a necessary and sufficient condition to determine the degree of development of a region, information is undoubtedly a necessary condition. Of course, the development of individuals, the development of the Department and the Department of the same. In this situation and the development of the survival and development of the rules, can master the information will be able to master the development of the initiative and opportunities. However, the information is conditional, it has a series of economic, concept, technical means, personnel quality and other aspects of the requirements, which for the individual and social institutions, the Department of the development of a challenge. For the development of education, if the full use of today's information technology, backward education can be in a short period of time to get a very large increase.

3. System performance optimization design and Implementation

The various organizations, institutions, departments of the University and the social contact is another main object, the university education resources, student's graduation work, the University's scientific research cooperation and so on are connected with this. Universities want to make these social
organizations to understand the University, in addition to the organization system of the University of Specialized foreign affairs Department, the University Department office also has a pivotal role in this process. By organizing various activities of students, such as social public welfare activities, students' sports activities, social practice activities, students can not only make contact with the community, but also can enhance the community's understanding of the school. Department office is undoubtedly the direct organizers of these activities, is one of the duties of the office of the Department of. In many colleges and universities, the office of the office of the "little more than the less" bad ideas, do not attach importance to the activities of the organization and the promotion of society, which is supposed to be removed. In addition to the promotion of social publicity, but also should include the promotion of other departments of the school, enhance the understanding between the department. The various colleges and universities unprecedented expansion, the faculty contact difficult and the commonly used elective system and credit system, "basis, wide caliber, wide way" of students to attach great importance to the training mode, in this case, enhance understanding of students, teachers of all departments is particularly necessary. As the author of the Northeast Normal University, in the training of graduate students, the requirements of each student must cross a professional to take at least one course. If no understanding of the curriculum, teaching and teachers of other faculties, students in the course will be at a loss, if so. This interprofessional elective system will not achieve the desired effect. With the deepening of reform in Colleges and universities, the concept of internal management and educational model have changed greatly, and the functions of the Department office are characterized by fine, diversified and complicated. The quality of department office staff put forward new and higher requirements, the office staff must be active and actively adapt to this change, and improve their own quality constantly in the office work in practice, give full play to the office related functions. At present, many colleges and universities to varying degrees exist of department office management is weak, low staff quality problems, the impact of the Department office functions of play, is not conducive to improving the management level and work efficiency. Therefore, improve the quality of the office staff has become a top priority [5].

4. Conclusion
The connotation and extension of the function of the office of the college and University; the expansion of the functions of the office of the Department of Higher Education under the new situation; the challenges and Countermeasures of the management of the office of the Department of the colleges and universities in China at present. According to the literature material and the reality practice, this paper has made the relative system elaboration to these questions. In my opinion, although some of the problems in this paper have been temporarily resolved, but more problems have surfaced. As Einstein's description of the image, if we know what we know to a circle, then the circle is unknown, waiting for the further exploration of the field. The things we know are a little bit more, and the circumference of the circle increases a bit, meaning that there is more to the unknown.

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