ADMINISTRATIVE SKILLS AFFECTING ADMINISTRATIVE COMPETENCIES ON INFORMATION TECHNOLOGY OF ADMINISTRATORS ON PRIVATE VOCATIONAL COLLEGE IN SOUTHERN REGION

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ABSTRACT

These research objectives were 1) to study the level of the administrative skills of administrators on private vocational college in southern region 2) to study administrative skills affected with administrative competencies of administrators on private vocational college in the southern region and 3) to study the guidelines of administrative skills and competencies development of administrators on private vocational college in the southern region. The samplers were 157 administers who were assigned to be the administrator as position of director, deputy directors and head officers. The researcher applied two methodological approaches, the quantitative approach was the five-rating scaled questionnaire that collected the administrative skills and competencies data of administrators on private vocational college in the southern region and the qualitative approach was the interviewing of administrators on private vocational college in southern region about administrative skills and information technology competencies of administrators on private vocational college in the southern region. The statistical analysis was a descriptive analysis.

The research finding found that the overall level of administrative skills level of administrators on private vocational college in the southern region was high, all aspects of administrative skills affected to administrative skills of administrators on private vocational college in the southern region and the most influencing factor was the characteristic competency.

INTRODUCTION

The information technology represented crucially significant roles in the present world; the government prioritized the implementation to develop country all dimensions, especially the education. The implementation of information technology in academic administration was essential for all level of educational and school administrators. The information technology was applied in planning and decision making which data and information technology would be relevant, complete, accurate, current and economical (Opas Iamsiriwong, 2011).

The efficient administration according to administrator's duties had to obtain data and information all times, because the information was crucially significant in administrative decision making of operations or planning in the future especially in personnel, budgeting, materials, equipments and administration, which had be done carefully for the limited resources usage and maximum efficiency achievement.

At the present, the flourishing era and the competition of organizations, the accuracy and timeliness were valuable. The administrators confronted crucial problems that were the overload of information technology that could not be valuable usage. The chaos of a plenty of works acquired a helping tool for the information storage as the computer. The adequate and appropriate in knowledge and skills with the advancement of information technology that

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every organization should adapt the learning process with the changing society (Ministry of Education, 2007).

The changing and expertise skills like technical skills represented essential skills for the efficient and effective performance in operations. The administrators had to be experts in relevant fields, the administrative capability needed the leadership and administrative skills for achievement in the same way. The achievement of administrators could be considered by the success of an administration in the classroom. One element of successful administration represented the administrative skill that came from the effective knowledge and expertise (Robert L.Katz,1995).

The advancement of information technology had the crucial roles to life and human society. The information technology made changes and opportunities to organizations such as the changing the efficient in manufacturing and servicing on the relative structural and competition in industries and contributed to develop and diffuse the wisdom that needed the staff who had the knowledge, understanding and information technology implementation for maximize utilization. At the present technology usage was the one of all operations but the information technological performing faced the problems and obstacles of administrators and procedures especially the information technology administration. Most problems of information technology in the academy were the failure of data gathering, the error and delay of data processing, lack of expertise, overloading, a little administrative implementation and decision making, the scare of morale, equipment, supporting on budget, uncovered requirement problems and the overlap application problems (The office of the Basic Education Commission, 2011).

In addition the information system represented the crucial system to contribute the academies in policies implementation, planning, decision making in operations, learning activities development and other administration for standardization and efficiency (Opas Aimsiriwong, 2008). The information technological implementation in the academic in the past was found that a few information usages in academic administration, supporting operations and making decision, non-personal development, non-updated information technology, inadequate of personal development budget, lack of central information system and quality, non-standard of data processing and workload adding to staffs (Office of Vocational Education Commission, 2010).

As well the efficient information for administration that according to the administrative requirements and organizational objectives had to perform the system with modern equipment and cooperation from staffs. Laudon stated good and suitable management in information system that contributed to manage, decision making in planning and controlling in every level of management for linkage and efficiency (Kenneth C. Laudon and Janc, 2007). Even if the effort of problems solving was done but the problems of academic administration and the guidelines to solve the problems were still happen.

The problems and the interviewing of the administrators on private vocational college in the southern region were the similar with the mentioned problems that caused the obstacles of the administration in information system which represented the crucial in organizational development. The mentioned reasons, the study of information technology competencies and the administration in information system represented the one of guidelines to know the facts about the usage of information technology and solution of developing or perform these issues to be efficient. The researcher was interested in studying of "Administrative skills affecting administrative competencies on information technology of administrators on private vocational college in the southern region" and know the problems, requirements, obstacles and the recommendation of the appropriated information technology administration on the private vocational college in the southern region and implement the research results to further development in administration and personal.

Research objectives
1. To study the administrative skills level of the administrators of the private vocational college in southern region.
2. To study the competencies in information technology administration of the administrators of private vocational college in southern region.

LITERATURE REVIEWS

Many scholars defined the meaning of skills as a whole following; skills were the ability that a person could gain from practicing until to be expertise in duties (Nordhaug, 1993) as well as the ability in analytical thinking with rational thought and specific ability to appropriately adapt for the objectives (Kreitner& Angelo,2007).
Therefore, skills were the matter of ability both of the physical and mental of the administrative person who could think and analyze by knowledge to determine reasons or administrative planning and realize the complexity of data as the same time.

The modern administrators should acquire problem-solving skills to illustrate the organizational problems under the change in globalization, integrated capacities skills under the diversity and motivation skills to personal in organizational commitment and in addition had adaptation skills for change and setting the precise direction including awareness in administrative skills enhancing for success and competitive advantage. The administrators had to have the various of skills that involved in the areas of operation processes, administrative skills in personal and work system, these skills were resulted from the working learning or the formal learning such as training, the technical skills represented the supporter, potential enhancement and developing the strength to organizations.

The administrative shills were comprised the skills of the conceptual and decision competency, the human relation skills and technical skills. The inputs represented the resources and the essential things to remain the first element that performed in the further step, the process represented the operation methods that converted the inputs to be the outputs or products, the products represented the results which were the result of operation in the process and the feedback represented the reversed results from the information assessment to be organizational implementation. The quality of academic achievement that contributed to operations planning and development in information technology with speed and addition with the knowledge and skills development in the information technology with the maximum of efficiency and effectiveness to the implementation. The controlling responsibility in information technology both of internal and external the academy comprised of three aspects that represented as following; knowledge, skills and characteristic competencies.

METHODOLOGY

The researcher selected two variables in this research from the relevant literature reviewing; the dependent variable represented the administrative skills of the administrators that consisted of the personal skills, conceptual skills and technical skills, and the dependent variable was the competencies of administrators that consisted of the knowledge, skills and attributes. The research determined the criteria to select the variables in studying by the previous researches and combined searching from other sources such as magazines, books, researches or book. The main factors which mentioned by most scholars were selected, meanwhile some variables were unselected into this study because of inappropriate for the population or academic context. The researcher summarized the conceptual research framework as following.

The independent variables consisted of three administrative skills of administrators as following; human skill (x1), conceptual skill (x2) and technical skill (x3)

Administrative skills of administrators	Administrative skills of administrators	Administrative skills of administrators
1. Human skill (x1) consisted of	2. Conceptual skill (x2) consisted of	3. Technical skill (x3) consisted of
1.1. System Thinking Skills (x11)	2.1. Team Selection skills (x21)	3.1. Technical or Professional Expertise skills (x31)
1.2. Strategic Management skills (x12)	2.2. Inspire and Motivate Others skills (x22)	3.2. Develops Others skills (x32)
1.3. Problem Solving and Decision Making skills (x13)	2.3. Powerful Communication skills (x23)	3.3. Planning Skill (x33)
1.4. Performance Management skills (x14)	2.4. Teamwork skills (x24)	3.4. Delegation Skill (x34)
1.5. Performance Measurement skills (x15)	2.5. Relation Building skills (x25)	3.5. Digital Skill (x35)

Independent variables as following; information technology administration competencies that comprised

of the knowledge competencies (y1), skills competencies (y2) and characteristics competencies (y3)

Information technology administration competencies that comprised of	Information technology administration competencies that comprised of	Information technology administration competencies that comprised of
1.Knowledge competencies (y1) comprised of	2.Skills competencies (y2) Comprised of	3.Personal attributes (y3) comprised of
1.1.Element of procedure system (y11)	2.1.Devices choosing and relevant equipment (y21)	3.1.Information technology attitude (y31)
1.2.System installation and application (y12)	2.2.System installation and controlling (y22)	3.2.Information technology valuable (y32)
1.3.Informatioin technology analysis, synthesis and evaluation (y13)	2.3.Maintenance in computer (y23)	3.3.Attitude in studying and development technology (y33)
1.4.Computer maintenance (y14)	2.4Technological application in operations. (y24)	
1.5. Telecommunication technology (y15)		
1.6.Information technology database system (y16)		
1.7.Educational information technology		

The research approach was the quantitative research. The research population was 52 directors, deputy directors and head officers who performed as the administrators on private vocational college in the southern region that constructed the administrative structures on 52 colleges, 5 populations on each college became 260 populations. The 157 sampling group was determined by Yamane formula with stratified random sampling based on the administrative positions in the private vocational college in the southern region and after that the sample random sampling was applied on each college, the research instrument was the questionnaire and obtained data from the directors, deputy directors and head officers on private vocational college in the southern region with descriptive statistical analysis.

FINDINGS

1. The overall of administrative skills level of the administrators on the private vocational college in the southern region were at the highest level, when considering with each aspect, it was found that the personal relationship skills were at the highest level descending order with the conceptual skills and the technical skills.

2. The overall of information technology competencies level of the administrators on the private vocational college in the southern region were at the high level, when considering with each aspect, it was found that the personal relationship skills were the at high level descending order with the technical skills and the conceptual skills.

3. All aspects of administrative skills of the administrators on the private vocational college in the southern region affected to information technology administrative competencies and the most affecting was the human competencies at the statistical significant level .01

CONCLUSION

1. The research findings found the administrative skills of the administrators of the vocational college in the southern region that had to perform in the private vocational college to objectives achievement were human relation skills, conceptual skills and technical skills which according with Kahn theory (Kahn,1974,pp.95-96;Manm, 1965,pp.69-70) that stated with the modern administrators should acquire problem-solving skills to illustrate the organizational problems under the change in globalization, integrated capacities skills under the diversity and motivation skills to personal in organizational commitment and in addition had adaptation skills for change and setting the precise direction including awareness in administrative skills enhancing for success and competitive advantage. The administrators had to have the various of skills that involved in the areas of operation processes, administrative skills in personal and work system, these skills were resulted from the working learning or the formal learning such as training, the technical skills represented the supporter, potential enhancement and achieving the strength to organizations.

2. The findings found that the administrative competencies in information technology of administrators on the private vocational college in the southern region which comprised of the characteristic competencies, the skills competencies and the knowledge competencies that were the crucial skills to contribute the achievement of the administrators in the private vocational college and according to the concept and theories of the competency which was popular and important to the administration.

The leading organizations implemented the competency system to be a Fundamental personal development with the continually systematic, the right direction on resources usage and valuable investment in addition to add value to the personal in organization. The tools that transformed the vision, mission, goals, organizational culture and organizational policies to the personal administration processes and personal development which according to vision, mission, organizational culture, organizational policies, the standard of good working behavior that could measure and evaluate the performance with the obvious and efficient, to be the important fundamental of personal administrative system in other aspects such as the recruitment, selection, personal development, evaluation, career path, placing and remunerations. The mentions statement concluded the important of competencies that affected to personal administration through the competencies as the fundamental of systematic personal development to achievement and competitive advantage.

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