

GAMBARAN PRAKTEK PEGAWAI ADMINISTRASI AKADEMIK DALAM
MELAKSANAKAN TUGAS PERSIAPAN PERKULIAHAN PADA POLITEKNIK
KESEHATAN YOGYAKARTA JURUSAN KEBIDANAN

TITIK ENDARWATI -- E2A200093
(2004 - Skripsi)

Pegawai administrasi akademik seharusnya melaksanakan tugas disiplin kerja dan disiplin waktu. Namun kenyataannya pegawai administrasi tidak melaksanakan semua tugas disiplin kerja dan disiplin waktu. Penelitian ini bertujuan untuk mengetahui karakteristik biografi; persepsi pegawai terhadap faktor motivasi; persepsi terhadap pekerjaan; gambaran praktek pegawai administrasi akademik dalam melaksanakan tugas disiplin kerja; gambaran praktek pegawai administrasi akademik dalam melaksanakan tugas disiplin waktu. Jenis penelitian yaitu kualitatif dengan responden utama seluruh pegawai administrasi akademik dan responden lain yaitu dosen pengelola program/kelas, mahasiswa, ketua jurusan, dan koordinator 1 untuk keperluan *Cross Chek* dari responden utama. Jenis data yaitu data primer dan data sekunder. Data primer diperoleh dengan observasi dan wawancara mendalam terhadap responden utama. Metode pengumpulan data dengan observasi, wawancara mendalam, dan FGD. Alat pengumpulan dengan instrumen penelitian berupa daftar pertanyaan dan formulir observasi. Keabsahan data diperiksa menggunakan *triangulasi* sumber, metode dan teori. Keandalan dilakukan dengan mengumpulkan data mentah, kemudian menyimpan data tersebut di suatu tempat dan dijaga jangan sampai ada data hilang atau terselip, lalu mendokumentasikan proses atau alur analisis data secara mendetil dengan bantuan komputer. Metode analisa data dimulai dengan organisasi data koding, dan analisis data "contents analysis". Hasil penelitian : karakteristik biografi, paling banyak berumur 31-40 tahun, laki-laki, sudah menikah, masa kerja lebih dari 10 tahun, latar belakang pendidikan SMU dan pernahpelatiha di tempat kerja. Persepsi pegawai terhadap faktor motivasi yaitu tidak ada prosedur kerja tertulis, hubungan pekerjaan antar teman adalah baik/kompak, sebagian kecil kurang baik. Penghargaan, sebagian besar tidak cukup dengan ucapan terima kasih perlu evaluasi dan saran, sebagian kecil cukup. Supervisi, tidak pernah supervisi terhadap seluruh tugas dan pegawai. Gambaran praktek disiplin kerja, hanya melaksanakan sebagian tugas persiapan perkuliahan, melaksanakan tugas pokok diluar persiapan perkuliahan, sebagian kecil kegiatan tidak produktif. Gambaran praktek disiplin waktu, ketidakhadiran karena masalah keluarga dan sakit, terlambat dan pulang lebih awal sebagai disiplin kelompok. Saran : dibuat prosedur kerja tertulis, ketua jurusan menyediakan waktunya untuk berkunjung ke ruangan, melaksanakan teknik motivasi negatif, supervisi terhadap semua tugas dan pegawai.

Kata Kunci: Pegawai administrasi akademik, praktek

STUDI KUALITATIF)(A PRACTICAL VIEW OF ACADEMIC ADMINISTRATIVE OFFICER IN PREPARING LECTURE ADMINISTRATION AT DEPARTEMENT OF MIDWIVERY, HEALTH POLYTECHNIC OF YOGYAKARTA (A QUALITATIVE STUDY)

Academic administrative officers should do these duties in work discipline in time discipline. Nevertheless, not all academic administrative officers do it. This study is aimed to reveal the biography characteristic; the perception of the officers toward motivation factors; the perception toward the duties; a practical view of academic administrative officers do their duties in work discipline; and a practical view of academic administrative officers do their duties in time discipline. This study is based on a qualitative study involving the whole academic administrative officers as main respondents acting as cross check reference of the main respondents are the program lecturer, students, the head of the department and the first coordinator. The type of data are primary data and secondary data. The primary data is gathered by an observation and in-depth interview with the main respondents. The method of collecting data is by an observation, observation, in-depth interview and focus group discussion. The instrument of collecting data are questionnaire and observation forms. The validity of data is checked by source triangulation, methods, and theories. The reliability of the study is done by collecting raw data, keep the data in a secured places in order to be slipped in, then the documented the process or data analysis flow chart in detail with the help of computer. Data analysis method begins by data analysis in a "content analysis"

The result of the study are biography characteristic are mostly aged between 31-40 years, male, married, having more than 10 years working experiences, high school graduate background, having internal training but never send to external training. The perception of the officers, toward motivation factors are there are no written working procedures, good working relationship with colleagues in most case. No special relationship between the head of department and the officers, no problem in working condition (suit the expectation of the officers). Good incentive according to the duties. The work appreciation mostly not enough by thank. It need evaluation and suggestion although in small cases is enough. Supervisor is not covering the whole duties and officers. The practical view of work discipline is only preparing some of lecture preparations, doing other than preparation lecture and some unproductive activities. The practical view of time discipline are absence from work because of family matter, illness or being late and leave earlier as a group discipline. Suggestion, a written working procedure is made, the head of department make regular visit to officers rooms, actuating a negative motivation technique and supervising whole duties and officers.

Keyword: *academic administrative officers, A practical*