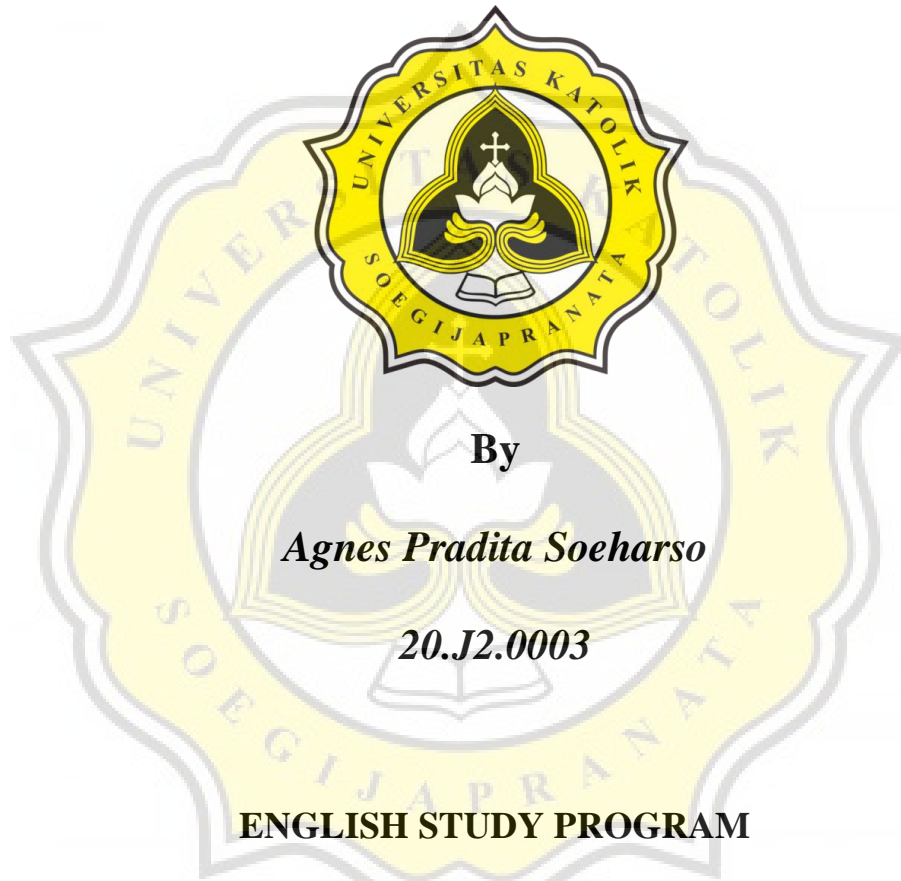


**ADMINISTRATIVE WORK AND HUMAN RESOURCE
MANAGEMENT AT EDUHOUSE**



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20.J2.0003

ENGLISH STUDY PROGRAM

FACULTY OF LANGUAGE AND ARTS

SOEGIJAPRANATA CATHOLIC UNIVERSITY

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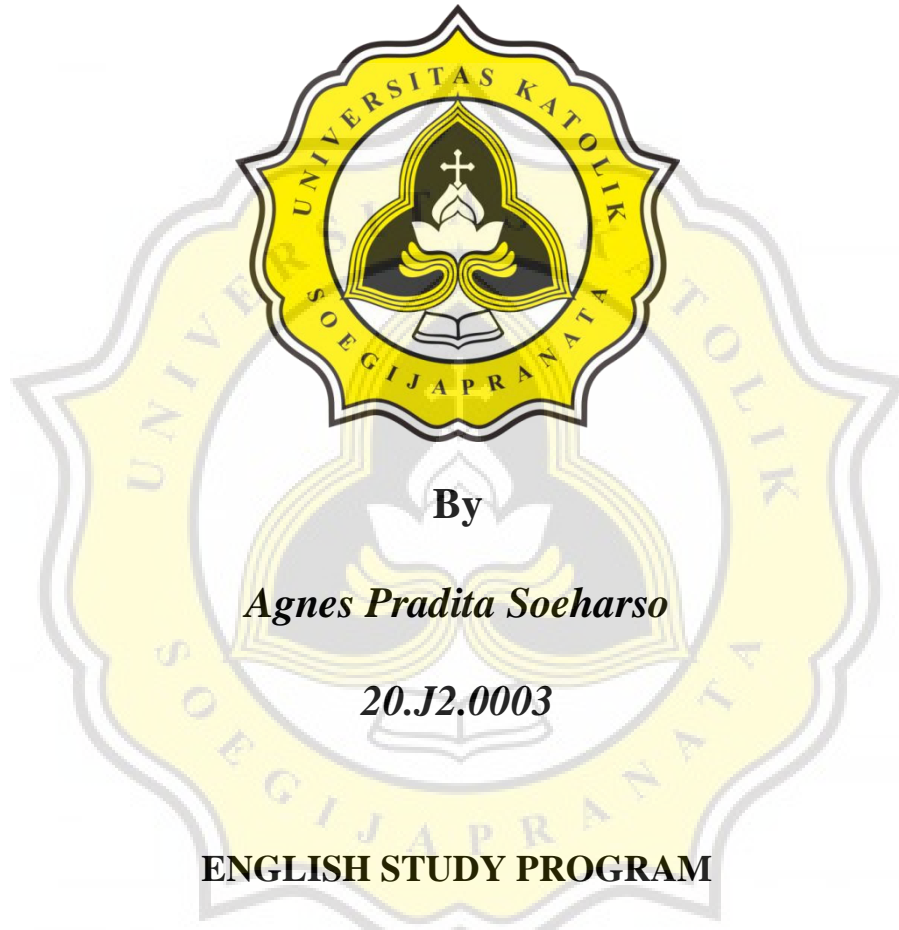
2024

ADMINISTRATIVE WORK AND HUMAN RESOURCE

MANAGEMENT AT EDUHOUSE

A Final Report Presented as a Partial Fulfillment for the Requirements for the

Degree of *Sarjana Sastra* in the English Study Program



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SUMMARY

Work and school are frequently viewed as two different worlds. The working world is less flexible than the world of education. Students can benefit from internships to prepare for working life. I decided to intern at EduHouse as a student to obtain experience in management systems and school administration. The Graha Edunesia Foundation was established in 2017, and EduHouse Afterschool has been in operation since 2008. EduHouse has Preschool and EduHouse Primary programs. The afterschool program focuses on English instruction for preschoolers, students, and adults. The philosophy of PKBM EduHouse is founded on Pancasila values and focuses on creating a noble character and strong connections to life.

The administration of job descriptions is essential for the effective operation of PKBM programs, which benefit society, parents, pupils, educators, and employees. Nevertheless, EduHouse has problems with to-do lists that pile up, multiple job descriptions, and improper staff communication. For EduHouse to boost productivity and enhance worker abilities through training and evaluation, human resources are crucial. A solution to these challenges is a division of labor and two-way communication. This enhances the effectiveness of the business and its employees by encouraging transparency regarding challenges and progress. The author recommends putting these best practices into practice to increase EduHouse's productivity and efficacy.

I worked in a variety of departments throughout my internship, including co-teaching, after-school staff, and administration. I helped with the curriculum mapping, observation, and ledgers. In addition, I took part in several EduHouse events, including UN Day, Merah Putih Celebration, workshops, and transcript CMIId Podcast. Lesson plans, curriculum mapping, observations, scheduling student trials, and following up with teachers for daily observations were all examples of administrative tasks.

During their internship at EduHouse, I acquired new skills such as co-teaching, event planning, and documentation. The author gained insight into the school administration structure, observed students, and developed patience with them. The author also gained knowledge of the working world and job management in businesses.

RINGKASAN

Dunia kerja dan sekolah sering kali dipandang sebagai dua dunia yang berbeda. Dunia kerja kurang fleksibel dibandingkan dengan dunia pendidikan. Siswa dapat mengambil manfaat dari magang untuk mempersiapkan diri menghadapi dunia kerja. Saya memutuskan untuk magang di EduHouse sebagai siswa untuk mendapatkan pengalaman dalam sistem manajemen dan administrasi sekolah. Yayasan Graha Edunesia didirikan pada tahun 2017, dan EduHouse Afterschool telah beroperasi sejak tahun 2008. EduHouse memiliki program Preschool dan EduHouse Primary. Program afterschool berfokus pada pengajaran bahasa Inggris untuk anak-anak prasekolah, siswa, dan orang dewasa. Filosofi PKBM EduHouse didasarkan pada nilai-nilai Pancasila dan berfokus pada pembentukan karakter yang luhur dan koneksi yang kuat terhadap kehidupan.

Administrasi merupakan pekerjaan sangat penting untuk pengoperasian program PKBM yang efektif, yang bermanfaat bagi masyarakat, orang tua, siswa, pendidik, dan karyawan. Namun demikian, EduHouse memiliki masalah dengan daftar tugas yang menumpuk, deskripsi pekerjaan yang banyak, dan komunikasi staf yang tidak tepat. Agar EduHouse dapat meningkatkan produktivitas dan meningkatkan kemampuan pekerja melalui pelatihan dan evaluasi, sumber daya manusia sangatlah penting. Solusi untuk tantangan-tantangan ini adalah pembagian kerja dan komunikasi dua arah. Hal ini meningkatkan efektivitas bisnis dan karyawannya dengan mendorong transparansi mengenai tantangan dan kemajuan. Penulis merekomendasikan untuk mempraktikkan praktik-praktik terbaik ini untuk meningkatkan produktivitas dan keefektifan EduHouse.

Saya pernah membantu di berbagai departemen selama magang, termasuk co-teaching, staff after-school, dan administrasi. Saya membantu pemetaan kurikulum, observasi, dan buku besar. Selain itu, saya ikut serta dalam beberapa acara EduHouse, termasuk UN Day, Perayaan Merah Putih, lokakarya, dan transkrip CMId Podcast. Rencana pembelajaran, pemetaan kurikulum, observasi, penjadwalan uji coba siswa, dan menindaklanjuti dengan guru untuk observasi harian adalah contoh tugas administrasi.

Selama magang di EduHouse, penulis memperoleh keterampilan baru seperti mengajar bersama, perencanaan acara, dan dokumentasi. Penulis mendapatkan wawasan tentang struktur administrasi sekolah, mengamati siswa, dan mengembangkan kesabaran dengan mereka. Penulis juga mendapatkan pengetahuan tentang dunia kerja dan manajemen pekerjaan dalam bisnis.