

THE LEVEL OF KNOWLEDGE OF EMPLOYEES PRINCESS NORA BINT ABDUL RAHMAN UNIVERSITY JOB DESCRIPTION

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***Abstract_** This study aimed to determine the level of knowledge of employee's Princess Noura Bint Abdul Rahman University job description, And whether there are differences statistically significant differences in the level of their commitment to the tasks and responsibilities of the specific function depending on qualification and experience of the variables, where the study sample consisted of (234) employee answered the study tool which is a questionnaire consisting of 64 items distributed on six areas, the study found low level knowledge of employees Princess Noura Bint Abdul Rahman University job description, And the presence of statistically significant differences attributable to the variables of qualification and experience and for the benefit the top level of each variable, based on those results the study recommended a number of recommendations including necessity of providing specific job descriptions for all Management jobs at the university, Based on those results the study recommended a number of recommendations including necessity of providing specific job descriptions for all Management jobs at the university, and the definition of the new employee's job characterization tasks and function in detail, before the resumption of work. And work to build good relations between management and employees, and to develop appropriate programs to train employees and involve them in the planning and decision-making.*

***Key words:** Job Descriptions, Universities, Employees, Management jobs*