



Quick Links

About NTI
VR FAQ
Press Room
Contact Us



Staff Spotlight:

Lynda Gardner,
Director of Human
Resources, SPHR



Lynda directs NTI's human resources program, serving a virtual workforce of disabled individuals working from homes across the United States. She has been with NTI since 2003. Lynda spent ten years contributing within the mental health field before transitioning to human resources. She earned a BA in Psychology from the University of Massachusetts and maintains her certification as a Senior Professional in Human Resources

Tip of the Month: Interviewing

Everyone who applies with NTI must undergo our interview

VR NEWS

National Telecommuting Institute Newsletter May 2012

Hello from NTI!

This newsletter will keep you up-to-date with all that is going on at NTI. Each month, we'll bring you the latest news on jobs and offer tips for your clients regarding working at home.

As we've mentioned before, VR is a valued customer of NTI and we hope to get to know you better! Please [email us](#) if you have any questions about our services, training programs, or anything at all.

If you prefer not to receive these messages, please let us know by opting out.

Job Opportunities

Current Openings

IRS - We are now in full swing with our annual recruiting for IRS order entry clerk positions! Hundreds of seasonal openings are available, including opportunities for individuals bilingual in Spanish and English.

Alpine Access - Customer service jobs with our partner Alpine Access continue to be available. The next training class is June 14th.

Future Openings

The following companies are consistent partners of NTI with opportunities coming within the next month or two.

Meijer - This major superstore corporation will be hiring customer service representatives to answer incoming telephone calls from customers

AAA - Each month, we recruit individuals to fill Membership Specialist jobs. These jobs entail signing up existing members to renew their memberships with the popular nationwide auto club AAA.

Home Office Requirements

All of our work-at-home opportunities require computer and telephone equipment in order to perform the job functions. Some companies will even provide the equipment, but most of them will require the agents to outfit their home offices themselves.

process. Make sure that your clients know to present themselves with the utmost professionalism. They should be well-prepared to talk about their previous work history and they should eliminate any background noise during their phone interview.

Typically, our positions require a computer with Windows XP or higher, high speed Internet, a phone line dedicated to work, and a telephone with a headset. Please note that additional equipment will vary from job to job. For example, some clients require a web cam, a monitor of at least 17 inches, or do not allow laptops.

We do not recommend upgrading or purchasing anything until a job offer is received, but be aware that sometimes the window to become home office ready by the job's start date can be very small.

In terms of attending our free NTI Certification Training, these are the class technology requirements:

- PC based computer with Windows 7, Vista or XP operating system
- Minimum of 1.4GHz CPU with 512 MB of RAM (recommended) (2 GB of RAM for Windows Vista or higher)
- High speed Internet access (Cable or DSL)
- Computer speakers

NTI Webinar for State VR Counselors

Would you and your colleagues like to attend our informational webinar regarding NTI? Attend a 45-minute, live and interactive online session and learn the details of referral, application, interviewing, NTI free training, job placement, and coaching. Plenty of time is reserved to answer your questions.

Our feedback in presenting NTI in this manner has been extremely positive. NTI will host a webinar for your entire state so all VR counselors can have the opportunity to participate together.

Have your state's **central point of contact** email vrinfo@nticentral.org for further information.

Alpine Access Jobs Still Available

Customer service jobs with our partner Alpine Access continue to be available. We have been sending 25 agents every two weeks to Alpine for various full-time and part-time opportunities. The job description is listed on our Careers Website.

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The webinar for the state of Illinois will be April 25th.

NTI, a non-profit 501(c)(3) organization, was established in 1995 to assist Americans with disabilities who strongly prefer or require home-based work.

Our headquarters are located in Boston, Massachusetts.

