



Pediatric  
Dermatology  
Research  
Alliance

*Helping children with skin diseases through collaborative research*

8365 Keystone Crossing, Suite 107, Indianapolis, IN 46240 | 317-202-0224 | [pedraresearch.org](http://pedraresearch.org)

## PeDRA Fellow Position Description May 2016

### PeDRA CO-CHAIRS

**Lawrence Eichenfield, MD**  
University of California, San Diego  
Rady Children's Hospital, San Diego

**Amy Paller, MS, MD**  
Northwestern University Feinberg  
School of Medicine, Chicago  
Ann & Robert H. Lurie Children's  
Hospital of Chicago

### PeDRA EXECUTIVE COMMITTEE

**Anna Bruckner, MD**  
University of Colorado  
School of Medicine  
Children's Hospital Colorado

**Ilona Frieden, MD**  
University of California,  
San Francisco  
Benioff Children's Hospital

**Moise Levy, MD**  
Dell Children's Medical Center  
Dell Medical School, University  
of Texas, Austin

**Kimberly Morel, MD**  
Columbia University  
Morgan Stanley Children's  
Hospital of  
New York-Presbyterian

**Dawn Siegel, MD**  
Medical College of Wisconsin  
Children's Hospital of Wisconsin

**Jeffrey Sugarman MD, PhD**  
University of California,  
San Francisco

### Background

In response to unmet research needs in pediatric dermatology that require collaborative, multicenter efforts, leaders of the [Society for Pediatric Dermatology \(SPD\)](#) created the [Pediatric Dermatology Research Alliance \(PeDRA\)](#) in 2012. PeDRA is a research arm of SPD, which also functions as PeDRA's fiscal manager.

PeDRA is a network that multiplies the power of individual researchers by linking them together in collaborative studies. It is a rapidly growing organization, run by leading dermatologists in the United States and Canada. These professionals dedicate and volunteer time to lead PeDRA through a variety of working committees and task forces.

Study groups have formed to conduct priority research projects, each with collaborating investigators from different institutions. Co-chairs, the Executive Committee and Board of Directors set direction for the Alliance and oversee planning and implementation of goals.

### Description of responsibilities

PeDRA has retained a part-time executive director to manage the organization, oversee administrative functions and fundraise. To assist with PeDRA's work, we have established a part-time position designated "PeDRA Fellow" for one or two future pediatric dermatologists. PeDRA Fellows are intimately involved in the work of the Alliance, helping with organization and administration, participating in meetings and phone conferences, contributing to the research work of the organization, and supporting the activities of the Executive Committee and Executive Director. Fellows gain knowledge of the collaborative research process and work closely with PeDRA leadership and many of the foremost leaders in pediatric dermatology. This is a nice opportunity for early involvement and networking in pediatric dermatology research.

Components of the Fellow's work are:

- Scheduling, attending and preparing minutes of monthly Executive Committee meetings and other PeDRA committees as may be appropriate
- Providing administrative support to ad hoc task forces and committees
- Taking on project management tasks such as collecting and organizing grant applications or articles for the PeDRA newsletter
- Maintaining membership, committee, and research group lists and rosters
- Providing logistical support to in-person meetings as appropriate
- Helping to prepare PeDRA documents for circulation to membership, including annual conference proceedings
- Composing/managing membership acceptance and donor thank you letters
- Screening registrations on the PeDRA website and helping with online content management
- Maintaining a protected shared drive of PeDRA documents



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### **Organizational relationship**

The Fellow reports directly to the PeDRA Executive Director, who monitors activities, serves as the liaison to PeDRA leadership, and ensures that all PeDRA work is integrated.

#### **PeDRA CO-CHAIRS**

The Fellow will also work closely with PeDRA's Co-Chairs, as well as with physician leaders of the various PeDRA working committees. For more information on these committees, please visit: <http://pedraresearch.org/about-us>.

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Hospital of Chicago

### **Position location**

PeDRA is a virtual organization without a physical "bricks and mortar" office. PeDRA leaders come from all areas of the US and Canada, with the 2016 Co-Chairs based in California and Illinois. Most PeDRA business is conducted via conference call and email. An annual conference draws ~ 120 clinician investigators. The 2016 conference is planned for November in Fort Worth, TX.

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### **Current recruitment**

PeDRA is seeking one or two Fellows for 2016/2017 – to begin in July 2016. This is a rare opportunity to work with the country's thought leaders and leading scientists in pediatric dermatology. PeDRA provides a modest stipend to acknowledge the Fellows' efforts.

### **Time allotment**

This part-time position requires ~ 10 hours/month of a person's overall time. Demands on time often come in spurts.

### **Eligibility & requirements**

Applicants should be interested in a pediatric dermatology career. The PeDRA Fellow position is largely a volunteer one, although we provide an annual stipend of \$2,500. Applicants should be individuals who see the benefit of cultivating long-term working relationships with peers, faculty and thought leaders in pediatric dermatology and are willing to devote time to PeDRA.

Applicants should demonstrate completion of medical school and enrollment in postgraduate training, such as a clinical or research fellowship or residency program.

If you are interested in this position, please submit the following to Sheila Rittenberg, Executive Director, [sheila.rittenberg@pedraresearch.org](mailto:sheila.rittenberg@pedraresearch.org):

1. Curriculum Vitae
2. Personal statement: 2-4 paragraphs on your ambitions, career goals, and why you are a fit for the PeDRA Fellow position
3. Reference letter: Please provide a letter of recommendation from one or two faculty members

***Applications should be received by June 15, 2016 via email.***